

## Totally Independent Print Audit Specialists

### Are your Document Management costs under control?

It is estimated that the equivalent of around **3% of all revenue** is spent on document output. This figure **rises to around 13%** of the company turnover figure, once document production and document storage is taken into consideration. (Xerox claim that document costs are between 5%–15%).

PUROSolutions Limited will identify exactly what your organisation is spending on the Print, Copy and Fax output and develop a bespoke Document Handling Strategy to save your organisation money.

Our clients include an International Directories Business and a number of leading Councils including one 4 Star Council.

During the Audit process PUROSolutions will undertake a manual audit of the client site to, understand the workflow processes, device locations, collate details on non-connected copier devices and identify the purchase method for each device and the consumable purchase price.

A very simple scan of the Clients Network will Identify all Network Print devices and feed back valuable Copy Click data onto a USB key without impacting on the Client's Network.



Wokingham Borough Council's Finance and Contacts Manager, Colin Millikin says: "Steve has done an excellent job and has enabled us to make immediate and significant savings, and his document handling strategic plan will allow us to make further savings year on year. The work undertaken has been of the highest standard and council would happily use Steve's knowledge and skills on other projects."

A more detailed Software Audit will identify printing trends, applications used and details on all user activity and print jobs. The Print Assessment software will run in the background and gather print volume data from every device as and when it happens.

The Manual Data and the Assessment Data is then merged into a detailed report document which will include the Document Handling Strategic Plan.

The Print Management software used can also later be activated to provide the customer with a Least Cost Print option if so desired.

**PUROSolutions Limited** can show how they identified an immediate saving of £35,000 followed by a further saving of £35,000 per annum, yes, £70,000 in the first year for one of their clients.

When he's not saving his clients money Stephen Taylforth is lecturing on Business, Management and Leadership at his local College.

**PUROSolutions** Limited

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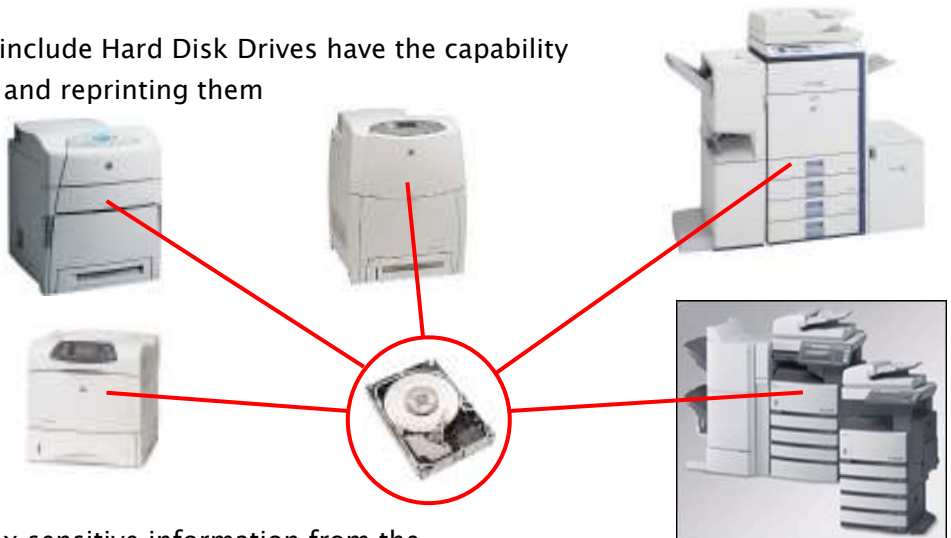


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### Are your Printer Hard Disk Drives Protected?

Most larger specification Laser Printers and Multi Functional Printers (MFPs) have Hard Disk Drives similar to those installed in your laptop or Desktop Computer to store files for print processing or to store documents for quick retrieval and repetitive printing.

Users with Digital Copiers that include Hard Disk Drives have the capability of recalling printed documents and reprinting them on request, without the need to resend the document from the computer. Some security is offered in the way of a password, however, the file is still resident on the HDD.



With the increasing number of Multi-Function-Devices offering scanning and faxing it is also possible to email or fax sensitive information from the device memory.

Companies can inadvertently fall foul of the law and contravene data protection law which could result in large fines or ultimately prison for the company directors.

Companies should have a Document Handling Strategic Plan that incorporates Document Security.

Photocopiers and Printers can be secured with Data Security Kits available from some of the manufacturers. The Security Kit will usually encrypt the data on the HDD and some kits will also erase the data by totally writing over the original data after every print, scan or copy.

It has been known for some organisations to locate their Photocopiers in walk-in-safes, or remove their HDD's each evening, such is the sensitivity of their data.

Does your device encrypt the data or delete the data after every print job?  
What happens if your HDD fails on your print device? What happens to the HDD?  
Most organisations do not have a Document Security Policy for their Printers, MFPs and Digital Copiers, do you?



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