11 EASY WAYS TO SAVE ON OFFICE PRINTING

SELF-HELP GUIDE FEATURING

- Shocking office printing statistics
- 11 print savings opportunities
- Ideas to print greener

Managing your office printing activities while controlling print related costs isn't easy.

Each time someone in your office prints a document in black and white or color, they're making a micro buying decision that can add up to be more than you think. Recent studies revealed that if left unmanaged, the typical small business spends as much on office printing (equipment, service and supplies) as they do on other top business operating expenses including rent and utilities.

The good news is that this guide will help you immediately take control of your print environment with super easy ways to save and simplify in several ways.

90% of businesses don't know how much they spend on office printing.

- Managed Print Consulting

For over 20 years Cartridge World has provided expert advice to small and medium size businesses on how to improve office efficiency, save money and print greener. Each of the upcoming ideas presented have been field tested and proven to generate an immediate and positive impact on your office printing results.

Business Printing Stats & Facts

37 - 41% of printer related expenses tend to avoid formal procurement approval.

Office printing usually ranks as a **TOP 4 business operating expense** next to payroll, rent and utilities.

Print volumes tend to decrease by **no less than 10%** when people believe their print usage is being monitored.

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IDEAS TO SAVE TIME

1. **Move from reactive to proactive toner ordering.**
   Today's printers can communicate before they run out of toner so you can have your new printer cartridge delivered before you need it.

2. **Don't force employees to spend time fixing office printers.**
   Diagnosing and properly correcting a printer issue requires technical knowledge, experience and time most employees don't have. Let us manage and repair your printers so your people have more time for higher value tasks.

3. **Deflect printer related end user support questions to an external professional.**
   Studies suggest that one in four IT help desk calls tend to be printer related. So why tie up precious IT resources dealing with printer issues when you can have your printing partner do it for you?

4. **Consolidate your office printing purchases to one local vendor.**
   This will save you time ordering printer supplies, strengthen your purchasing power and speed up invoice processing with everything on one invoice.

DID YOU KNOW?

27%

of IT Help Desk calls are printer related.

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IDEAS TO SAVE MONEY

5. Create an office print policy.
The same way you've implemented any other office policy to save on long distance fees, travel expenses and other operating costs; why not create your own office print policy with user guidelines to print less and spend less where possible. Be sure to ask your local TSG for our flexible office print policy template. A simple self-help tool for any business to start saving right away!

6. Beware of Toner Delivery Fees.
Often what may appear to be a lower priced printer cartridge can end up being more expensive after inflated delivery fees. You can count on TSG for great products and free delivery to your office.

7. Be sure to match the type of printer you use to your printing needs.
Inkjet printers are an excellent choice for low volume monochrome and color printing, however, for higher print volumes a laser printer can be up to 70% less expensive to operate, especially if you are printing documents with higher coverage in color and graphics.

8. Do a print assessment
Your local TSG Agent has the experience and the technology to quickly prepare a fact based on your current office printing activities and costs

DID YOU KNOW?

TSG customers save up to

30% off

OEM and big box store toner cartridge prices.

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IDEAS TO SAVE THE ENVIRONMENT

9. Set your printer defaults to promote greener printing.
It's easy to cut paper usage in half by setting the office printer defaults to print 2-sided on both sides of the paper. Additional default settings such as printing in black and white vs. color can also save money and the environment.

10. Recycle used printer cartridges.
Shockingly 70% of used printer cartridges are placed directly into office trash cans and then sent directly to landfill sites where it takes up to 1,000 years for them to decompose. Ask your Cartridge World representative about our easy cartridge recycling programs to reduce your carbon footprint.

11. Replace "power hog" printers.
According to the Environmental Protection Agency, older printers and office copiers cost approximately $225 per year in energy costs alone. New Energy Star qualified printers now use a fraction of the energy which also saves you money at the same time.

Thank you for your interest in this business improvement guide from your local office printing partners at Cartridge World. Your home for expert advice, affordable business printing solutions and friendly local service you can count on.

If you think there's an opportunity for your office to save time, money and the environment; we're ready when you are!

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