Take the journey to improved office efficiency

MANAGED PRINT SERVICES

IT DOCUMENT SOLUTIONS

Gain **greater control** and **visibility** over your **office printing**

> "
>
> IT Document Solutions has delivered great results. It's refreshing to work with a partner that advises on enhancing a solution rather than a complete overhaul.
>
> **Harrods Bank**

> "
>
> IT Document Solutions are very attentive, so if we ever have an issue with a device, it's resolved on the same day.
>
> **Dorking A.R.C**

> "
>
> IT Document Solutions were easy to deal with and extremely proactive, they certainly understood our requirements in terms of integration with our bespoke systems which was hugely important for us.
>
> **Air & Cargo**

> "
>
> The new devices are great and we have immediately saved 25% on our printing costs. Having had time for the solution to bed in we would happily recommend IT Document Solutions to other businesses.
>
> **Sophie Hulme**

Electronic as well as hard copy documents remain integral to today's business operations. Despite predictions of the paperless office, printing is still a significant business expense - **costing up to 3% of a company's revenue.**

Taking a more structured approach to office printing with a Managed Print Service (MPS) offers huge potential for businesses looking to streamline their operations.

At IT Document Solutions we can help you uncover your true printing costs and provide a solution which saves you money, improves your operational efficiency and boosts your productivity.

We understand that no two organisations are the same, that's why we spend time getting to know your business and your requirements, to deliver a bespoke solution designed to your specific needs. We believe this is crucial in delivering an effective managed print service.

Here's what a Managed Print Service can do for your business:

Reduce your print costs
We work with you to understand what you currently spend on print. Through a detailed review we will provide recommendations to reduce your print costs by as much as 40%.

Simplified billing
You will have one fixed monthly fee over the lifetime of your contract which covers your equipment, servicing, and toner, ensuring easy budgeting and no surprises.

Boosts to productivity
Having an MPS in place will enable your staff to focus on their core tasks. Our approach looks to automate labour intensive paper-based processes to further improve staff productivity and ease the administrative burden.

Secure your documents
Gain greater security over documents to ensure sensitive data is protected and your business is compliant with GDPR and other relevant legislation.

Improve sustainability
By rationalising your print infrastructure and embracing change within the business to shape smarter printing practices you can reduce print waste, improve your power and paper consumption, whilst lowering your carbon footprint.

Minimise downtime
Reliable equipment, backed up with a comprehensive support package and regular monitoring, we ensure that your print infrastructure is up and running and there when you need it.

Automation of processes
Smarter processes such as automatic toner replenishment, frees staff up to focus on more valuable tasks, along with automated meter readings, ensuring you only pay for what is printed.

If implemented correctly an effective Managed Print Service should start to achieve a solid return on investment almost immediately, but managed print is about much more than just about installing new multifunction devices (MFDs) and printers. Its' about adopting a clear strategy, with a company-wide, joined up approach to your whole document operation and integrating your managed print solution into this.

Take the route to **operational efficiency**

At IT Document Solutions we don't take a 'one-size-fits-all' approach, **we look at things differently.**

Our unique Roadmap is based on a proven process to develop a bespoke, managed print and document solution, which will reduce print costs and improve productivity and efficiency for your business.

01 **Hardware**

Discover where savings can be made

The process starts with an initial consultation with one of our specialists. Taking time to understand your business ensures the solution we recommend is the best fit for your needs. We conduct an audit of your existing estate of photocopiers and printers to assess the current running costs, identifying where potential savings and efficiencies can be made and provide a detailed report backing up our recommendations.

Our team understand office technology and provide recommendations on the equipment that will be most efficient for your business, reducing not just the financial cost, but also your carbon footprint.

03 **Workflow & Content Management**

Enhance the performance of your business

Imagine instant access to key documents at the touch of the button. This is the power of our managed document solutions. We work with you to understand the way documents work within your business. Implementing strategies to streamline processes to improve the way information is shared, so that your staff can work more productively.

Redefining the workflows of your documents and looking at ways to digitise them improves organisation, visibility and access to your all-important documents and business data.

01 **02** **03** **04**

02 **Enhanced Solutions**

Giving you the power to manage your documents

Photocopiers and printers integrated with the latest print management software provide greater control to manage your print network. Hardware is just one aspect of the solution and we implement strategies that will assist in reducing and controlling your print output to reduce waste and improve efficiency.

The key to sustainable long-term savings is around educating users to print wisely and ensure the culture of the business embraces these changes. All devices are configured with the most ecological settings to save money and reduce waste. This will make a big difference to your bottom line.

04 **Supporting Your Solution**

Continual improvement & development

It's our aim to work in long-term partnership with all of our clients and our ethos is around exceptional service and after sales support.

Our approach is pro-active, rather than reactive. With a dedicated account manager and regular service reviews you can rest assured we are always working for you. Technology is constantly evolving and we strive to bring new products to market, which will continue to enhance and improve the solutions you have in place.

Transform your print operations with **ITDS**

Contact our team today to arrange your **free, no obligation print assessment.** One of specialists will review your current printing costs and provide a detailed report on where potential savings could be made.

Our Comprehensive Services

We're not just a print and document solutions provider, we can offer you so much more. Technology and print go hand-in-hand, which eases the management burden within your business.

We place emphasis on technical know-how, in-depth knowledge and ability – we have strong alliance partnerships and work in collaboration to ensure an integrated and joined up approach to the solutions we provide.

Multifunctional Devices (MFDs) & Printers

Managed Print Services (MPS)

Electronic Document Management

Graphic Arts & Print Room Solutions

Offsite Document Storage

IT Services

Business Telecoms

Office Stationery

Mail Fulfilment

Print Services

Discover a **new way** of working

IT Document Solutions is a leading provider of managed print and document solutions to businesses across the UK.

We provide a structured and transparent approach to the printing and management of your documents to reduce costs, reduce waste and improve efficiency.

Through our collaborative partnerships, we provide a comprehensive and reliable one-stop-shop for all office technology and IT requirements.

Our mission is to help clients achieve better value from their office technology and to improve efficiency and productivity by offering paper-less solutions that streamline and automate the workflow of documents.

What makes us different?

We consider the broader picture beyond the printed page, this enables us to really understand the mind-set of your business. We endeavour to provide solutions that address specific requirements and get people thinking in a different way. We challenge the normal perceptions of print technology providers, working closely with our customers to specify the right solution that is fit for purpose, driving improvements over the long-term.

Contact us today to see the benefits you could achieve in your office environment.

For more information contact us on
0207 101 0096 or email
contact@itdocumentsolutions.com

IT DOCUMENT SOLUTIONS

IT Document Solutions
67 Whytecliffe Rd,
Purley, South London
CR8 2AZ

t: **0207 101 0096**
e: **contact@itdocumentsolutions.com**
w: **www.itdocumentsolutions.com**