

Office Profitability & Document Efficiency Checklist

Do a cursory inspection of your office/department and use this list to see if you can be more profitable and efficient:

- Presence of a copier, fax, and printer(s) in the same general area (under 30 paces)
- Too many output devices, “a printer on every desk”
- Multiple Brands, Models, and Vendors for output devices
- No checks and balances on printer/fax supply purchases
- Multiple brand/model toners being stored in the “supply closet”
- Presence of any ink jet printers
- Presence of any analog or non-networked copiers
- Presence of any stand-alone Fax machines
- Presence of a “file room” or filing cabinets
- Missing or damaged documents/files
- Staff waiting for documents that are currently being used by another staff member
- Lack of any printing/copying monitoring and restriction method
- Lack of any physical or electronic backup of your paper files
- Lack of any record of who viewed what files and when

Need some ideas to improve?

Email snapshot@wpssolutions.com or call 800-456-1977 for your free evaluation!



**Control Production Costs
Improve Document Efficiency
Improve Document Security
Improve File Management
Increase Your Profits
Safeguard Your Business**

