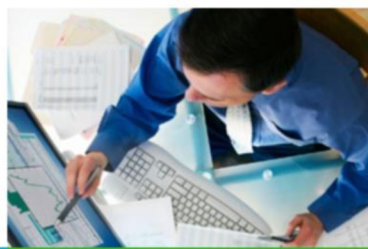


Green Office

PARTNER



Document Assessment
Proposal Financial Institution



Company Overview

Founded in 2006 as a locally owned and operated business, Green Office Partner has grown to become one of the largest independent print management service organizations in the Chicago area.

Green Office Partner provides state-of-the-art office technology, on-site service, and customizable workflow solutions for businesses of all sizes. As a leader in print management, document management and print security, as well as web-based strategies, helps improve organizational effectiveness with easy-to-implement, yet comprehensive document management solutions.

In addition to providing our clients with the very best products and solutions, we strive to deliver a superior level of customer service at all times. Our old-fashioned work ethic guides our approach to customer service and allows us to help every customer achieve their goals.



Mission Statement

Our mission is to help our clients succeed by providing them with the most innovative technologies, imaging systems, and document solutions available today. We strive to push the limits of excellence by consistently bringing our clients the latest office technology solutions, while delivering the highest level of customer service.

We are committed to responding to the needs of the finance industry by helping finance offices:

- ✓ Streamline document processes
- ✓ Improve document security
- ✓ Increase Efficiency
- ✓ Improve productivity
- ✓ Reduced Costs

"Thanks to Green Office Partner, we were able to reduce our bank's printing costs by \$15, 000 annually. Not only did you completely change how we manage and print our documents, but you made the whole experience easy for us by providing excellent customer service along the way. "

-Jane Blake, President

"Green Office Partner's expertise made choosing our new equipment a breeze. We appreciated that you really listened to us and provided a solution that addressed all of our needs. Our employees love the new machines, and we could not be more pleased with the quality of service. "

-Mark Schaeffer, Executive Vice President



Benefits of Proposed Solution

How this Solution Will Meet Your Objectives

Consolidate Printer Fleet

We will consolidate your printer fleet from six machines to two machines, in order to maximize efficiency and reduce unnecessary costs. This will streamline your printer fleet by reducing the technical knowledge required when operating several different models, and will also reduce your overall carbon footprint and help you save on energy costs.

Improve Output Speed & Quality

Your new MFP will not only increase document output with speeds of 35 PPM in rich color and B&W, but will also impress you with exceptional warm-up speeds and first copy-out times. The additional features, such as auto-duplexing, banner printing, and saddle-stitching, will also save you time when preparing professional documents.

Improve Efficiency

We will take over the tracking and maintenance of your entire printer fleet. Utilizing automatic meter readings and toner tracking, we will constantly monitor your machines to ensure the highest possible uptime. Your IT and Admin staff will no longer assume the burden of repairing and maintaining your printer fleet.





Benefits of Proposed Solution

Managed Print Services: A Total Solution for Your Financial Institution



From serving some of the area's leading retail banks, credit unions, insurance companies and financial services firms, Green Office Partner understands your top concerns of reducing costs, improving efficiency and speed to market, growing revenue and mitigating operational risk. This proposal outlines a total print solution for your financial institution. It's our goal to provide you with a more effective, cost saving method of managing and maintaining your entire printer fleet.

The Managed Print Services (MPS) solution outlined in this proposal is designed to help your financial institution gain control of its printer fleet — recognized by industry experts as the last major unmanaged business expense. Without the proper controls and measures, printing can cost you up to three percent of your total revenue.

Why Managed Print Services?

With the resurgence of mergers and acquisitions, increased regulatory demands and public scrutiny, the need for cost optimization and process efficiencies within financial institutions is considerable. Our Managed Print solutions increase the speed, accuracy, security and quality of the critical information you handle. Banks, credit unions, insurance companies and other financial institutions have unique challenges and requirements when it comes to managing their documents and printer fleets.

But, our Managed Print solutions have been designed to meet the specific needs of the financial industry, while delivering substantial savings of both time and money.

Cost Savings: The most appealing reason to switch from an unmanaged print environment to an MPS solution is the substantial cost savings that your company will realize. After switching to MPS, most companies save between 10 and 40 percent in printing costs.

Control: With MPS, your printer costs remain fixed, so all your printing needs will be met for one low monthly cost. Regular invoices from a single source allow you to maintain better control over printing expenses and cash flow.

Functionality: Wouldn't it be great if you received proactive service alerts and functionality reports BEFORE your machines ever showed signs of disrepair? With MPS, this becomes a welcomed reality, ensuring that your company can run smoothly at all times.

Simplicity: With MPS, your company will work with a single point of contact for all of your service, support, and maintenance needs. You can rest assured that your MPS service representative knows your business and your hardware requirements.



Benefits of Proposed Solution

Document Management for Your Financial Institution



Sometimes it seems the rules are changing by the hour. The financial world is constantly going through sweeping changes and forces financial institutions to keep up. But, vigilance isn't always good enough. Neither is keeping an eye on your bottom line or your customer's interests. Good enough simply won't do. You need the best.

The best is exactly what you get with a document management solution from Green Office Partner. Because financial institutions create and file so many paper documents, it's important that you have a reliable system in place to keep up with the flow of information. You also need to ensure that business and client records are kept and stored for the proper amount of time.

We take care of all of your document management needs by storing, managing and tracking all of your documents. And the best part is, both paper and digital documents become indexed and searchable — saving you time and money. With document management, you can also enhance accountability by keeping track of who views, modifies, and authorizes documents. You'll have one repository so your financial institution can keep track of all its documents.

Our document management solutions enable banks, credit unions, investment firms, accounting firms, lenders, and many other financial institutions to meet the many challenges involved with building the combination of competitive advantage and compliance to balance your industry demands.

Here's how a document management system can help your business run smoothly:

- Get instant, secure access to your documents and information from practically anywhere.
- Share and distribute your documents via secure email or over a network.
- Streamline workflows and reduce the amount of paper you use.
- Eliminate the need for costly on-site or off-site storage of your documents.
- Improve efficiency by eliminating time-consuming, manual filing practices.
- Automate document workflows to increase productivity.
- Satisfy your customers with quicker and more accurate response time to their inquiries.
- Heighten security for your sensitive information and limit access to only approved users.
- Increase compliance with regulations and requirements with enhanced security and audit trails.
- Recover your valuable data in the event of corporate espionage or a catastrophe.

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Qty	Equipment	Description
2		HP LaserJet Pro 400 M401dn 33 PPM Printer
2		Xerox ColorQube 8700 CLR MFP
1		Xerox WorkCentre 5335PHFX - 35 PPM

Recommended Unit Placements

Make/Model	Location	New Unit
Hp LaserJet 4000N	Housekeeping	Place Under Service
Hp LaserJet 4240	Chief Engineer	2055 from AR
Hp LaserJet 4240N	Office	Xerox 8700
Hp LaserJet 4240N	Guest Printer	Place under Service
Hp LaserJet P2055dn	Check Printer - Asst Controller	Place under Service
Hp LaserJet P2055dn	AR	Moved to Chief Engineer
Hp LaserJet P2055x	Front Desk Left	HP LaserJet M401dn
Hp LaserJet P2055x	Front Desk Right	HP LaserJet M401dn
Toshiba E-Studio 207	Controller Copier	Xerox 8700
Toshiba E-Studio 3510C	Main Copier	Xerox WorkCentre 5335

Xerox Monthly B/W & Low Color Volume	Xerox Monthly Middle Color Volume	Xerox Monthly High Color Volume	Xerox B/W & Low Color Cost Per Page	Xerox Middle Color Cost Per Page	Xerox High Color Cost Per Page
4,400	150	50	\$0.02	\$0.06	\$0.12
HP Monthly B/W Volume	HP B/W Cost Per Page			Xerox 5335	Xerox 5335 Cost Per Page
13,600	\$0.013			5,800	\$0.11

Monthly B/W Vol.	Monthly Color Vol.	Bundled Mo. Payment	B/W average Cost Per Page	Color Average Cost Per Page
23,800	200	\$593.20	\$0.014	\$0.075

- **Proposed Costs:** **\$593.20**
- **Monthly Savings:** **\$32.17**
- **Annual Savings:** **\$386.04**
- **Term of Program Savings:** **\$1,930.20**



Benefits of Proposed Solution

The Importance of Document Security in the Financial Sector

Typically, financial sector offices have a higher-than-average reliance on printing to support their business. However, this reliance can come at a cost. While it's true that networked printers and MFPs have enabled high productivity in the workplace, they can easily be compromised if not adequately secured. Unsecured network devices, unclaimed output, and unauthorized access to your printer fleet all add up to trouble. For your financial-sector office, this could equate to significant financial losses for your clients and your business.

Inadequate protection and security measures could leave your company paying the consequences — financial loss, bad publicity, identity theft, risk to intellectual property, or even fines and criminal charges are just a few of the risks you run if your printer fleet is left unsecured.

Smaller financial companies are often at greater risk of their employees mishandling data than larger enterprises because fewer rules are enforced, and these threats are becoming more prevalent because of the mobility of the workforce and evolving technology.

At Green Office Partner, we take the security of your documents seriously. Our machines come equipped with the highest security settings to ensure your financial records are always kept confidential. With features like network protection, user authentication, data encryption and document protection, you can rest assured that your clients' private information remains secure.

Green Office Partner understands more clearly than other MPS providers the vital need to abide by the mandates of the Gramm-Leach-Bliley Act (GLB Act) and the Financial Privacy Rule regarding the protection of consumers. Our MPS program is fully compliant with these regulations and we work in strategic partnership with our customers to design the most comprehensive and safest methods and techniques to secure your devices and data.





Our Promise to You

We continue to make strong progress in delivering on our promise to be the best office technology solutions provider in our area. You can count on to deliver on the following commitments.



95% Uptime

Our commitment to quality and service results in an average uptime of 97% for the equipment we provide. We guarantee a quarterly average uptime of 95%, and we will gladly exchange any machine that fails to achieve this level of performance.

Thorough Training

Upon delivery, our experienced technicians will properly install your equipment free of charge. Then, they will provide you with a complimentary training session in which they will thoroughly review all of the features of machine operation. We will also visit your office several times within the first month to answer any questions you might have and further assist you in mastering the operation of all the features on your machine. And if you need additional training or support, just give us a call and we'll gladly come to your office to assist you.

Preventative Maintenance

We maximize the uptime and lifetime of your equipment by providing free, preventative maintenance at periodic intervals. We also follow the manufacturer's suggested replacement schedule on all consumable parts, and all upgrades made available by the manufacturer will be installed at no additional cost.

Rapid Response Times

We guarantee that we'll respond to your service call within four hours or less. If we are not on-site within four hours of your call, we'll issue a \$50 service credit to your account.

Satisfaction Guaranteed

At Green Office Partner, we appreciate your business, and your satisfaction is guaranteed. If for any reason an issue arises that requires special attention, feel free to contact your sales specialist and they will address your issue immediately.

Furthermore, if you are at any time unsatisfied with your original system within three years of installation, we will replace it with a comparable system for the duration of your contract at no additional charge.

It has been a privilege to work with you throughout our initial assessment. We hope to have provided you with the information and recommendations you need to make an informed business decision regarding your office technology needs and our partnership. If you have any questions regarding the information outlined in this report, please don't hesitate to call.