

GreenOffice

PARTNER



Document Assessment Proposal
for Your School



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

"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



HP LaserJet 9000hnf	2500	0	\$139.80
HP LaserJet 9040	18820	0	\$56.90
Kinkos	500	2500	\$1270.00
KYOCERA Printing System (U) 30	4273	0	\$0.00
Test	0	0	\$0.00
Xerox 4230 MRP	3000	0	\$154.00
Total Monthly Operating Costs:			\$3,251.68





Proposed Solution

Investment Pricing & Savings

Quantity	Make	Model	Description
1	Xerox	IR3235	35 ppm Black and White Copier
1	Xerox	IR3235	Additional Memory Type A (512MB)
1	Xerox	IR3235	Additional Finisher Tray-B1
1	Xerox	FS-C5250DN	28/28 Color Printer
1	Xerox	FS-C5250DN	250 Sheet Drawer
1	Xerox	FS-C5250DN	Auto Duplex Unit
2	Xerox	MX4110N	41 PPM B&W / 41 PPM Full-Color Workgroup Document System
2	Xerox	MX4110N	Surge Protector, 120V, 20A, 5 Outlets
2	Xerox	MX4110N	3-hole Punch Module (MX-FN15 and FN16)
2	Xerox	MX4110N	100-sheet Stapler Finisher
Total Lease Payments over 60 months =			\$1,033.59

Investment & Agreement Details

- 60-month term lease investment
- Includes installation and on-site training
- All parts, labor, toner, maintenance, and service are included (excludes paper)
- Includes 11,000 mono pages and 3,000 color pages monthly (additional pages at \$0.022 for mono and \$0.089 for color)
- Includes print monitoring system to capture print volumes and machine status automatically
- Flexible upgrades as business changes occur

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



Benefits of Proposed Solution

Managed Print Services:

A Total Solution for Your School



This proposal outlines a total print solution for your school. It's our goal to provide you with a more effective, cost saving method of managing and maintaining your entire printer fleet.

Today's schools are under enormous pressure to improve performance and cut costs, in order to free up funds to pay for teacher salaries and learning materials. An often over-looked way to save money and improve outcomes is by replacing aging printers, copiers, and fax machines from multiple vendors with a Managed Print solution from Green Office Partner.

The Managed Print Services (MPS) solution outlined in this proposal is designed to help your school gain control of its printer fleet. Because the average school district spends upwards of 6% of its annual budget on document output, it's important to streamline your school's print environment in order to take advantage of opportunities that will save both time and money, while improving student, teacher, and administrator productivity.

You save time and money with MPS because we conveniently provide you with a single source for service, supplies, and billing, thus freeing up your office staff resources. It also makes printing and sharing information easier and more reliable, so students, teachers, and administrators can spend more time focusing on the quality of their work.

What Benefits Can You Harvest from Managed Print Services?

Cost Savings: The most appealing reason to switch from an unmanaged print environment to an MPS solution is the substantial cost savings that your school will realize. Switching to MPS can save your school between 10 and 40 percent in printing costs – allowing you to stretch your annual budget even further.

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 school can run smoothly at all times.

Simplicity: With MPS, your school 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 school's needs and your hardware requirements.

Flexibility: Because every school has different needs, your MPS solution was developed after a comprehensive assessment. Then, we developed a customized solution to fit your school needs and your budget.

Environmental Sustainability: Going green is easy with an MPS solution that reduces waste of consumables like paper, toner, and ink, and helps conserve energy by consolidating your printer fleet and implementing energy-saving measures.



Benefits of Proposed Solution

Getting Schooled on Security!

Few things are as important as the security of your students' information.

State and federal laws provide specific protections to students and parents regarding pupil records. It's absolutely essential that your students' records are stored correctly and securely to ensure confidentiality.

Security is a growing concern for both K-12 and higher education facilities that produce hundreds, or even thousands of student documents every day. These documents are produced and distributed using copiers, printers and MFPs.

But, did you know that these devices can capture and store sensitive student information – such as social security numbers, contact information, or test scores – just like a computer? In fact, every time someone prints, copies, scans, or faxes a document, that information is stored in your device's hard drive. That remnant data can leave you vulnerable to security threats from both inside and outside your business – and can leave your students vulnerable.

At Green Office Partner we take the security of your school's documents seriously. Our Managed Print Services solutions allow your school to have superior printing functionality at your fingertips - without worrying that sensitive documents like exam papers or reports can get into the wrong hands. When it comes to safeguarding your hardware devices, we provide comprehensive security assessments and solutions so you can rest assured that your devices are safe and secure from any threat.



We offer our clients services such as the removal and disposal of hard drives on machines turned in after leases, or the "shredding" of information stored on the hard disks of machines.

[Contact us today to learn more about the steps we take to ensure security throughout your print environment.](#)



Benefits of Proposed Solution

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 [Our Company] 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.