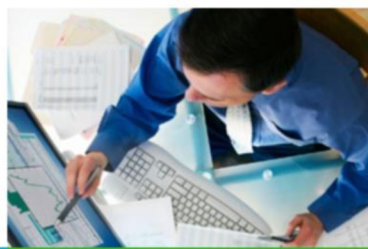




Document Assessment  
Proposal for Your Government  
Agency



## 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



## 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.

### **Improve Output Speed & Quality**

Your new MFP will not only increase document output 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 office staff will no longer assume the burden of troubleshooting and maintaining your printer fleet.





# Managed Print Services: A Total Solution for Your Government Office



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

MPS is designed to help offices gain control of their 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 annual budget.

Because government offices are so paper intensive, you can't afford downtime on your critical printing and imaging devices. We will work with your office to ensure maximum uptime and fast service response time in the unlikely event of an outage. We will also make sure your staff has a reliable paper-to-digital transformation process to ensure they can always print efficiently and cost-effectively.

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 internal resources. When it comes to the bottom line and keeping profit margins high, you will begin to see why more and more government offices are switching to MPS.

### 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 office 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 office can run smoothly at all times.

**Simplicity:** With MPS, your office 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 office and your hardware requirements.

**Flexibility:** Because every government office has different needs, your MPS solution was developed after a comprehensive assessment. Then, we developed a customized solution to fit your office 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.



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**



## The Government is Going Green

Most government agencies don't realize just how harmful their printing activities are to the environment.

Between paper usage, energy consumption, inefficient printers, and the high cost of consumables for multiple machines, traditional government printing activities have a significant impact on our environment.

Many federal offices have come to realize that transitioning to greener printing practices not only makes them more socially responsible, but can also reduce operational costs.

A number of best practices and technologies can reduce the environmental impact and cost of operations of government offices. A Managed Print Services (MPS) Program will optimize your print environment with greener hardware, and will also implement practices to improve efficiency, such as restricting unnecessary printing and printing from the most efficient machines.

With an MPS Program, you'll get the biggest "green" bang for your buck. MPS will not only help your government organization go green, but will also increase productivity while lowering your overhead costs.

Engaging in sustainable business practices is important, but significant cost-savings is also a driving factor for any government office.

### Here are just a few ways MPS will "green" your print environment:

- Reduce your energy usage, carbon footprint, and paper usage/waste
- Optimize your office's machines
- Reduce unnecessary output
- Reduce toner and paper usages
- Maximize efficiency with fewer machines that consume less energy
- Improve workflow by leveraging electronic document solutions

Contact us today, and we will develop the green printing solution that's right for your government agency.



Did you know Federal agencies are required to reduce greenhouse gas emissions by 2020 and eliminate or recycle 50% of waste by 2015. To do that, they need to integrate energy efficiency into the management of their print environment.





## Security Where It Counts...

Because when it comes to government documents, it counts everywhere!

### Few things are as important as the security of government documents.

Security is a growing concern for companies in every industry – but the concern is especially true for paper-intensive government offices that produce hundreds, or even thousands of confidential documents every day. These documents are produced and distributed using office copiers, printers and MFPs.

But, did you know that these devices capture and store sensitive information, 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.

Don't leave your government office susceptible to a security breach. Instead, arm your office with the right hardware – equipped with high-level security features – to protect against potential security breaches. competitive

At Green Office Partner we take the security of your government documents seriously. 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.





## 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 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.*