

YOUR CURRENT SYSTEM

1 Files aren't managed by anyone and are not put away when staff is done. Files can be found in anyone's office at any time making it very difficult to find files when needed.

2 Everyone has their own printer on their desk, while other printers and copiers are set up in several spots around the office.

Firm staff manages all auxiliary duties: copies, prints, mail, supplies, etc.

Hard costs for copiers, printers, supplies, and staff expenses:

\$18,000 monthly expense

4 Profits are declining as your industry is becoming more competitive and you are struggling to find new areas of the business in which to save costs.



3 Productivity is an issue, as staff that could be working on revenue-generating activities are away from their desks making copies, scanning documents, preparing mail, etc.



AVALON

MANAGED OFFICE SERVICES

1 Records management is handled by Avalon. Files are checked in and checked out by our staff and we keep everything organized and accounted for.

2 Avalon right-sizes equipment and centralizes primary document services area to handle the bulk of the office needs in a single area, eliminating redundant equipment.



4 Profits are increasing as the team becomes more productive and a cost recovery program is implemented.

3 Productivity rises as staff is able to focus on generating revenue while Avalon manages the printing, copying, scanning and records management—even the small stuff!

Managed print operations, backup staff, equipment and supplies management, records management and cost recovery system in place:

\$18,000 current expenses
– \$9,000 recovered document services expense

\$9,000 new monthly expense

\$108,000+ potential annual savings



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Visit us at teamavalon.com to find out how managed office services can save you thousands of dollars each month.