



Your **dedicated in-house team** will work to understand your organization inside and out and **develop tailored processes** that keep your **back-office operations** running smoothly.

Relieve your team from back-office tasks – such as copying, printing, scanning, and mail handling – and increase efficiency at your organization with Avalon's managed office services (MOS).

Your dedicated in-house team of MOS experts will work to understand your organization inside and out and develop tailored processes that keep your back-office operations running smoothly. Composed of a director of MOS, an account manager, onsite team members, and backup personnel, they will provide your organization with unwavering support and expertly handle all your administrative tasks with ease.

### Our managed office services include:

- Mailroom services
- Document scanning, printing, copying
- Reception
- Courier, logistics
- Print operations management
- Equipment and supply management
- Cost recovery management
- Records management
- Backup staff

### Does my organization need MOS?

On the other side of this document is a list of questions about equipment, staff, and expenditures. Take a look through them and if you answer "yes" to several of these questions, it's probably time to reevaluate your system – and Avalon can help.

When you contact us, we will deploy our experts to your office to perform a detailed audit of your current systems, processes, volumes, and expenses. Once we identify your critical needs, we will recommend and install equipment and software and place highly trained administrative staff members in your office to increase your company's efficiencies. Many of our MOS clients save thousands of dollars each month and their employees are more productive as they can focus solely on their jobs, not non-billable tasks.



# Managed Office Services

## Put your office to the test

One of Avalon's MOS packages can cover your print operations, backup staff, equipment and supplies management, records management, and cost recovery system – all at a net savings over your current costs. So, answer a few questions and, if you determine you need assistance, [contact the team at Avalon](#). We look forward to making your office more efficient!

### EQUIPMENT

Is your office paying for equipment it rarely uses or that is broken?	YES	NO
Does your office have outdated copiers that break down frequently?	YES	NO
Do most employees in your office have their own desktop printer?	YES	NO
Do most of the copies in your office have color copy/print capabilities?	YES	NO

### COSTS

Does your office make copies, prints, and scans that don't get charged back to the client?	YES	NO
Is your office spending too much time and money on hiring and training?	YES	NO
Are you unsure of how much your office spends on printing, copiers, toner, etc.?	YES	NO

### STAFF

Do you experience high turnover for your administrative staff?	YES	NO
Is workflow affected significantly when an administrative person is out of the office?	YES	NO
Is your team spending time on unbillable administrative tasks rather than focusing on their core duties?	YES	NO

### EFFICIENCY

Does your office work with too many vendors in similar industries?	YES	NO
Could your office benefit from a dedicated staff member to deal exclusively with equipment vendors, leases, and contracts?	YES	NO



## QUESTIONS?

For more information, please contact:

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