

Managed Print Services

A refreshingly different approach.

BATES OFFICE

MANAGED PRINT SERVICES

BUSINESS PRODUCTIVITY SERVICES

INTERIOR SOLUTIONS

TOTAL BUILDING SOLUTIONS

MANAGED PRINT SERVICES

DESIGN AND PRINT

HARVEST SUSTAINABILITY

WASTE MANAGEMENT

DOCUMENT MANAGEMENT

JANITORIAL AND SANITARY

PPE AND WORKWEAR

Our MPS takes care of everything,
so all you have to do is press the button.



MANAGED PRINT SERVICES (MPS) PRINT, COPY, SCAN AND FAX

Managed Print Services... made easy.

Our MPS offering takes care of the 'nuts & bolts' of office printing. Looking after the maintenance and consumables, it can help to significantly reduce your everyday costs and improve your print efficiency.

Managed Print Services (MPS). Refers to managed multi-functional printers, copiers and scanners that offer you flexible terms and the option to pay per copy – 'per click', or per cartridge. Machines are serviced regularly to minimise disruption, and toner stocks can be replenished automatically as they become low, saving you time, storage space and unnecessary expense.

Saving you money. Our managed print service offers peace of mind and competitive pricing. We will assess your usage and suggest the most appropriate equipment and plan for your needs including the option to pay, 'per click' or per cartridge, for exactly what you use, with no fixed monthly charge. We'll help to keep you working – by managing your supply of consumables and by providing regular machine maintenance we can help to minimise frustrating and costly downtime.

Peace of mind. With MPS we offer you the option of a secure printing mode, giving you the flexibility to send numerous items to the print queue, secure them via the use of a swipe card or pin code, and ensure that they are available to print only by you, when you are ready. A huge benefit to HR, Finance and Payroll departments.

Total care. You no longer need an array of photocopiers, printers and faxes. We can supply a single piece of equipment, selected purely on the basis of your needs (we are not affiliated to any particular brand), and appropriately maintained so it's ready to work whenever you are.

- Full print audit to identify your optimum print system
- A full range of multi-functional and desk-top machines
- Independent advice with no brand affiliation
- Toner levels monitored and replenished automatically
- Regular servicing and maintenance of machines
- Optional secure printing mode for confidential material

Our Managed Print Services can play a key role in improving the productivity and efficiency of your business.



WHY USE MANAGED PRINT AND DOCUMENT SERVICES?

Why use Managed Print and Document services?

The Managed Print Services Association defines Managed Print Services as: *“the active management and optimisation of document output devices and related business processes”*.

The modern office is more mobile than ever. Data is constantly being updated, and access to that information via an efficient, secure and compliant system, has never been so important for businesses.

We can help you with the everyday challenges of the modern workplace, whilst taking care of your security needs, keeping up with the latest compliance and delivering a better total cost of ownership.

How Managed Print Solutions can help your business:

- Guaranteed savings on print costs
- Predictability of costs for more accurate budget forecasting
- Free up IT resource to focus on core tasks
- Optimisation of hardware and deployment of new hardware
- Improved security and risk reduction
- Improved reliability and productivity
- Tailor made solutions, regularly reviewed to meet your changing requirements
- Accountability and visibility of printing activity within your business

90% of companies do not know or under-estimate their own document production costs
Gartner Group

A true MPS Solution could save up to 40% on your current Total Cost of Ownership
Quocirca

MPS will help you manage and optimise your document output and related business processes

Our MPS offers a wealth of seamless, automated workflows to help you work efficiently and securely.



The possibilities of MPS.

The traditional office environment is changing. The need to access up-to-date information and to process data rapidly can strain business resources.

We understand these demands and our MPS is designed to deliver solutions.

We can advise your business on how to enhance your document workflow and general business processes through document management, archiving and optimisation of your output infrastructure.

Why not use your Office Identification pass... to print?

Take those everyday frustrations out of printing, whilst enhancing security and print mobility. Our enhanced MPS solution will eliminate administrative requirements ensuring that your employees can print from multiple and mobile devices - even from an alternative site.

transforming a lengthy process...

*Print Document - Select Printer
Select Properties - Confirm Print
Select ID on printer - Insert pass code
Select Job - Collect Documents*

into an efficient one:

*Send to print - Confirm preferred properties
Scan Office ID Badge - Collect documents*

Increase efficiency with travel expense automation

Introduce automated electronic travel expenses and streamline the process that your employees currently undertake when submitting expense requests. Our advanced MPS solution will assist with your CSR initiatives by significantly reducing paper usage and CO2 emissions, whilst enhancing security, productivity and eliminating fraudulent claims.

turning time-consuming admin...

*Check mileage usage - Calculate travel expenses
Collate receipts - Complete expenses document
Scan receipts - Obtain signature
Forward to HR*

into a fast and efficient system:

*Use app and select to start/end journey
Upload photo of fuel receipt to system
Submit expenses - automated approval/authorisation*

Advanced MPS helps you streamline the processes behind document output into electronic workflows

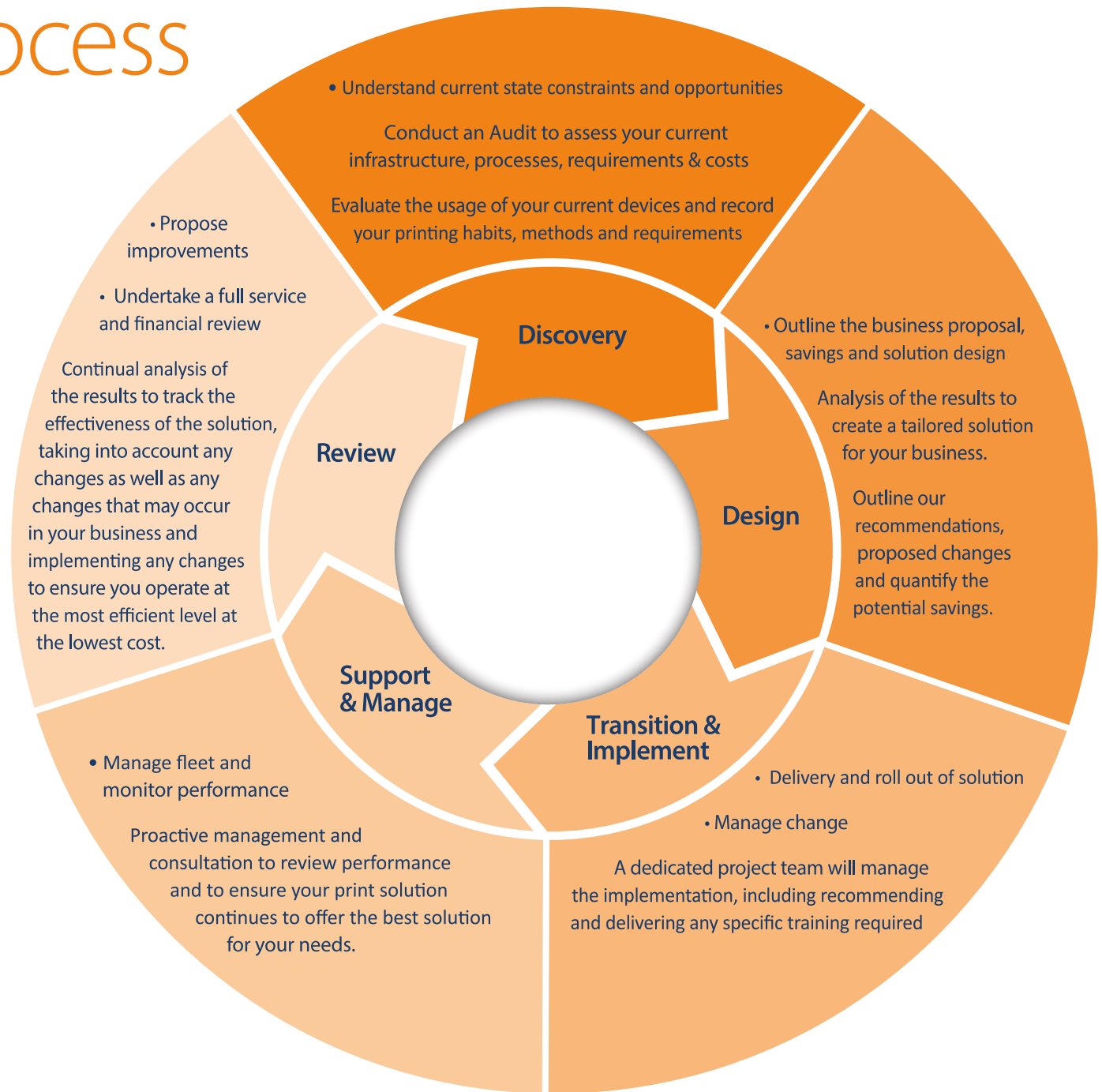
Reducing wastage, helping the environment and ultimately lowering costs

Expense automation ensures accurate payments and an HMRC approved process

Our MPS process

We conduct an unbiased and thorough assessment to ensure that we offer you the most appropriate solutions for your business.

We design, implement and support you through each phase of the process and provide on-going reviews to ensure that your solutions are adapted to meet the changing needs of your business.



OUR MPS PROCESS

Our MPS Process...

Our MPS solutions offer you complete flexibility and choice, enabling us to create a tailored proposal that best fits your needs. Through the assessment, optimisation and proactive management of your entire print environment we are able to help you achieve your business objectives.

We will recommend a document strategy that provides visibility, control, security, reliability and cost savings. Our multi-vendor solution enables us to make unbiased recommendations to provide the best results and return on investment for your business.

Our range of managed print services includes access to an extensive UK network of maintenance engineers, available 24/7 and 365 days a year - giving you total peace of mind.

We understand that print requirements represent a significant cost to businesses and we can offer regular assessments to ensure that, as your business evolves and changes, it continues to benefit from the most appropriate and cost-effective solutions.

As an unbiased, independent supplier we are able to source and provide the latest and most efficient equipment. We combine our understanding of your requirements and our in-depth product knowledge to deliver the best possible solution for you business.

Workplace printing costs can comprise up to 3% of total corporate revenues

We provide access to over 350 engineers covering the UK & Ireland available 24-hours, 365 days a year.

100% peace of mind.

We offer tailored management solutions for every aspect of your print...
from consumables to maintenance, printed materials and document services.



Our managed print solutions:

MCS: Managed Consumables

Our Managed Consumable Supply utilises a Supply Management System to automatically notify us, when your consumables require replenishment, it will initiate the ordering and fulfilment process automatically.

Benefits:

Automatic ordering to eliminate any mistakes, reducing the expense of handling returns

Receipt of supplies before they are required, eliminating costly emergency stock orders

Piece of mind of guaranteed fulfilment.

Technical support and training – installation of software and ongoing maintenance provided as part of the overall inclusive cost for the licence

MMS: Managed Maintenance

Our systems and infrastructure enable us to offer true IT support across the UK. We can offer strategically located engineers and stock locations to meet differing service level needs effectively and rapidly, via a sophisticated logistics system.

Benefits:

No need to replace or invest in new hardware

Service price per month per machine or cost per copy pricing (excluding/including consumables)

Triage steps to solve issues and minimise on-site service repairs and end-user downtime

Access to proprietary system of service providers for on-site repair of devices under time and material billing

Reporting on all call types, actions to resolve the issue and customer satisfaction results

Automatic service intervention when required

Eliminates extensive calculations to arrive at image cost

MPS: Managed Print

This is perfect for organisations seeking to reduce costs whilst still protecting hard won productivity levels and responsive service delivery.

Benefits:

Improved cost management and business efficiency

Improved visibility and predictability

Improved environmental impact

Freeing up IT resources

Rationalising suppliers

MDS: Managed Documents

A document management system automates the entire process of capturing, organising, accessing, updating, integrating and customising information and removes the huge inefficiencies and associated costs of the reliance on paper documents.

The components include enhanced user experience, business process improvement, integration and business process optimisation.

Benefits:

Reduced storage of supplies

Flexible retrieval and indexing

Improved, faster and more flexible searching

Improved security

Disaster recovery

Digital archiving

Improved regulatory compliance



Thank you for taking the time to learn about our business services.
If you would like to know more, please talk to us.

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Our accreditations speak for themselves

