

WHITE PAPER

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# The Hidden Costs of Printing: Hints and Tips to Reducing Print Costs

## The Problem

Printing is often overlooked as an IT overhead, but according to Gartner, printing costs tally up to 3% of a company's revenue. Given that an average employee prints around 10,000 sheets each year and with each sheet costing between US\$0.06 and US\$0.13 to print, even at the low end of the scale, each employee totals up over US\$680 of print costs per year.

## Types of Print Costs

There are 3 typical categories of expenditure when it comes to printing:

- Hard Costs – This is the price you actually pay per page.
- Energy Costs – The price you pay for running your equipment.
- Technical Costs – The hidden price. IDC research suggests that for every US\$1.70 spent on printing, firms spend 10 times of that in IT Support. Printing ranks as the number two helpdesk request.

## Practical Tips to Reduce Cost Overnight

There are a number of simple suggestions that can readily help your company to reduce printing costs. Frequently, it's a delicate balance between educating employees to be print aware versus mandating new print policies. Start with the below as an encouragement checklist so that all staff members can do their part.

- Share the Load – Inform and educate users across the board about the print wastage overhead, from management downwards. Most people hate waste and will do their part to assist the company to avoid unnecessary costs.
- Set Duplexing as a Default on Printers – Duplexing provides the ability to print on both sides of the paper. Gartner estimates that companies can save up to 30% of costs by doing so. Simple stickers, "Print Duplex", are frequently enough of a reminder to take this simple measure.
- Use Print Preview – Using this feature within most applications provides an opportunity for a user not to misprint information with an overview of what the document will look like when printed. This can frequently act as the visible prompt needed to highlight that some print is simply unnecessary!
- Printing from Browsers – As an alternative to mindless printing from a web link, encourage users to adopt a copy and paste text into a Word document discipline to try and save print space and hence paper volume. Judicious use of select print should also be encouraged.
- Encourage PDF Creation – Ask employees to consider if a hard copy is really necessary. Often a PDF is an effective alternative to printing as a means of archiving or sharing a document.
- Set Default Print Quality to the Lowest Setting – Simple ... reduce the quality, reduce the overhead! Less than 10% of all print is customer facing which warrants the highest quality settings. Most is for internal use where fast printing will suffice.
- Deploy Print Management Tools – If you really want to move away from needless print costs, deployment of effective Print Management Tools is essential to take the onus away from the individual employee into seamless, automated, policy driven print management.

# The UniPrint Solution – The Print Management Solution

UniPrint solutions optimize printing functionality, minimize printer management, improve print security and reduce bandwidth consumption. Using UniPrint, millions of workers in over 70 countries enjoy efficient and seamless printing, increasing productivity, achieving compliance and most importantly, driving down costs!

UniPrint have successfully helped customers across the globe save tens of thousands of dollars a year on technical costs alone. View our customer success stories: <https://www.uniprint.net/eng/page/citrix-rds-vdi-printing-case-studies>

Or see for yourself. In just a minute, our ROI calculator: <https://www.uniprint.net/eng/page/roi-calculator> can provide you with solid figures and guidance of how you can save money for the bottom line. Jump on and start saving.

## Sources:

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<http://www.refreshleadership.com/index.php/2013/02/average-office-worker-10000-sheets-paper-year/>

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## About Process Fusion

Process Fusion is a software company and a cloud solution provider. We help organizations transform inefficient, paper (labor) intensive business processes into a secure, automated, mobile ready Digital First experience for all participants.

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