

NOVITEX'S REPROGRAPHICS

Optimize on-site print production to reduce your costs, increase quality and decrease turnaround times

Did you know that print is typically the third highest business operating expense behind rent and payroll?

With each office worker spending an average of \$15,000 on document output annually, this fact should come as no surprise. Yet, many still underestimate their print spend. Plus, there are additional costs to consider, such as operating and maintaining a large-scale copy room. Neither are core to your business.

As a single-source, independent provider with 30 years of experience supporting the Fortune 500, Novitex is uniquely positioned to optimize your on-site reprographics.

Our objectivity enables us to approach and manage your copy room differently. We are positioned to serve as advisors, helping you to determine which production equipment is best for you, when you should update your current machines and what jobs you should send off-site.

Novitex's on-site Document Specialists also have the capabilities to assist you with a range of jobs that include but are not limited to:

- Black & white and color copies
- Booklets, binders and brochures
- Cutting and stapling
- Document assembly/fulfillment
- Forms creation
- Glue, GBC spiral and saddle stitch binding

TECHNOLOGY SPOTLIGHT

Transport: At the center of Novitex's solution is Transport, our web-based portal for submitting print jobs that simplifies the process and enhances the user experience.

Transport integrates the job submission and production processes, enabling users to order what they need, when they need it. Plus, users can track jobs in real-time.

All users have to do is follow these simple steps:

1. Log into your branded Transport portal
2. Select product type
3. Upload file
4. Customize document by select finishings
5. Review job
6. Submit order to the on-site reprographics center
7. Track your submission

Once a job is completed, our on-site team can deliver the finished product directly to you or ship the item to its end destination, making the process effortless.

NoviMetrix: With this web reporting solution, you have instant access to metrics and performance data. We provide a summary-level "dashboard" view of KPIs and SLAs. It also features more customizable reports detailing print volumes, costs and more.

BENEFITS

- Reduce costs in the short and long term
- Gain full visibility into your costs and work flow
- Experience quick turnarounds
- Access to on-site Document Specialists
- Increase employee productivity and satisfaction
- Improve the quality and consistency of materials
- Optimize your supply chain

MEET OUR SUBJECT MATTER EXPERT



Ken Bechard, Vice President of Production Services, is responsible for the development and implementation of all production engagements. He has a track record of designing Six Sigma solutions that improve both operational performance and financial value, while establishing a management process that allows clients to adapt structure and process to match the needs of clients' business.

