



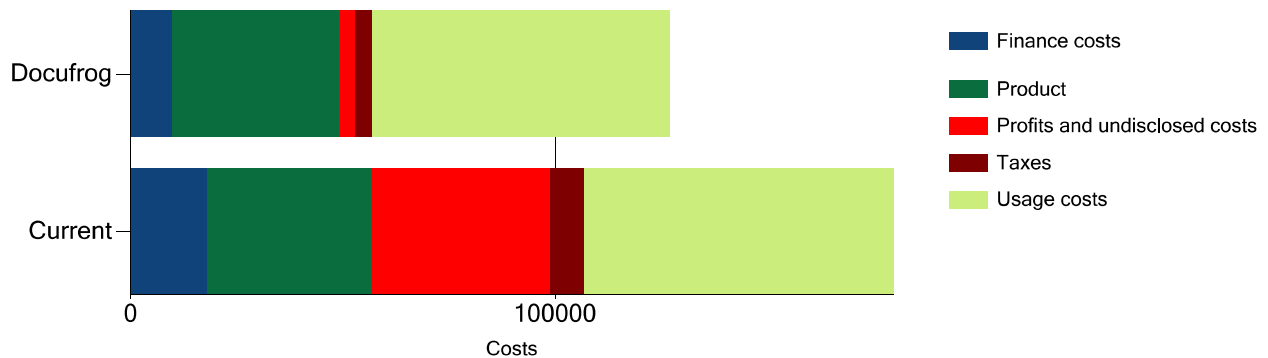
Project Id: [REDACTED]
06/02/2014

Current Spend
\$179,819.98
Found Money: \$52,684

Client has three (3) non-coterminous leases that expire in 2016 and 2017. Equipment costs are high and utilization is low for machine segments. Leases contain deliberately onerous termination requirements that lead to auto renewal (entrapment) extending current terms. Service charges are reasonable and bundling of committed minimums are higher than optimal for current volumes, one machine in particular.

Recommended actions: evaluate options to automate work process and eliminate waste, further discovery of critical document processes to understand needs and leverage procurement on client terms.

Analysis of Current Situation



Description	Current		Docufrog	
Product	\$39,109.00	21.75%	\$39,109.00	30.76%
Usage costs	\$72,883.51	40.53%	\$70,183.51	55.20%
Profits and undisclosed costs	\$41,862.61	23.28%	\$3,910.90	3.08%
Finance costs	\$17,953.67	9.98%	\$10,004.08	7.87%
Taxes	\$8,011.20	4.46%	\$3,928.20	3.09%
	\$179,819.98		\$127,135.69	

Summary of Leased Assets

Model	Manufacturer	Type	Segment	Utilization
IRADV6075	Canon	MFP	70-90 PPM Segment 5	Poor
VL3622	Oce	MFP	31-40 PPM Segment 3	Unknown
IR Advance C5035	Canon	Color MFP (Fax, PCL, PS, xtray)	31-40 PPM Segment 3	Poor
IR Advance C5045	Canon	Color MFP (Fax, PCL/PS, xtray)	41-69 PPM Segment 4	Poor
IR 1025iF	Canon	Desk MFP	11-20 PPM Segment 1	Average
IRADV6075	Canon	MFP	70-90 PPM Segment 5	Average

Summary of Leases

Lease ID	Term	Monthly (\$)	Annual (\$)	Term (\$)
[REDACTED]	60	\$474.00	\$5,688.00	\$28,440.00
[REDACTED]	60	\$860.00	\$10,320.00	\$51,600.00
[REDACTED]	60	\$335.00	\$4,020.00	\$20,100.00
		\$1,669.00	\$20,028.00	\$100,140.00

Dale Martin
Managing Member
DocuFrog
dale.martin@docufrog.com
(619) 887-0101
www.docufrog.com

- Document Management Report Card

Best Practice	Current Status	Detail	Recommendation
Document Device Management			
Copier Lease Costs		Costs extremely high	Begin planning and discovery of needs. Employ cost control
Copier Maintenance Costs		Costs are reasonable	Maintain current rates and look to decrease printing
Copier Lease Constraints and Bundling		Bundling limits business flexibility and decreases control	Identify constraints and calendar exit windows
Non-Leased Asset Costs		Costs are unknown at this time	Discover costs: review inventory, invoices and ledger.
Non-Leased Asset Management		Unknown control and management.	Deploy Info. Collection Agent (ICE) for discovery
Vendor Management		Vendors are providing selling biased consulting.	Shift knowledge control and employ independent system.
Contract Management		System unknown	Discover and evaluate current system.
Invoice Reconciliation		Practice unknown	Discover and employ review where needed
Document Workflow Efficiency			
Work Process Automation		Work processes unknown	Map processes and workflows
Informational Silos		Silos unknown	Map document flows to organizational chart
Critical Documents Accessible and Controlled		Critical documents unknown	Identify and account for all critical document functions
Employment of temporary or overtime staffing		Temporary and overtime costs unknown	Discover and evaluate current process.
Version Control Process		Version control unknown	Discover and evaluate current process.
Paper Control Process		Paper control unknown	Discover and evaluate current process.
Signing and Approval Process		Signing control unknown	Discover and evaluate current process.
Document Audit Trail Process		Document control unknown	Discover and evaluate current process.
Document Control Systems			
Document Security and Compliance System		Document control unknown	Discover and evaluate current system.
Document Output Control System		Document control unknown	Discover and evaluate current system.
Cost Recovery Control System		Cost control unknown	Discover and evaluate current system.
Scan and Routing Control System		Scan control unknown	Discover and evaluate current system.
Centralized Document Control System		Centralized control unknown	Discover and evaluate current process.
Centralized Content Control System		Centralized control unknown	Discover and evaluate current process.
Multi-system Document Integration		Multi control unknown	Discover and evaluate current process.
Outside Document Service Management			
Outsourced Printing Costs		Outsourced control unknown	Discover and evaluate current system.
Outsourced Storage Costs		Outsourced storage unknown	Discover and evaluate current system.
Document Retrieval Costs		Document control unknown	Discover and evaluate current system.
Courier Costs		Courier control unknown	Discover and evaluate current system.
Shipping Costs		Shipping control unknown	Discover and evaluate current process.
			 = Aligned w/ Best Practices  = Discovery needed  = Highly Vulnerable / At Risk  = Not Applicable