

Answer **2**
simple questions.

Cut your office document management costs by up to 40%.*



Question 1

How many people work in your organization?

\$180 billion.

That's how much organizations spend worldwide on document output and management every year. That's 1–3% of revenues!*

But device management responsibilities are often fragmented, and the office document output environment is rarely seen as a major area of concern. So most managers are in the dark when it comes to their document management costs and productivity.

For example, do you know:

- How much you spend annually on document output?
- How many separate document output devices are used in your office each day?
- How each device is used?
- How much it costs to operate each printer or copier?
- How much you spend on supplies?

If you're not sure, you're not alone.

But a careful analysis of the answers to these questions can help you manage your office output products and processes more effectively . . . **and realize savings of up to 40%.***

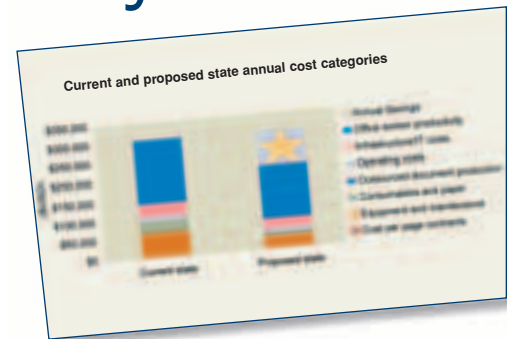
Xerox Office Productivity Advisor

A powerful, value-added, no-cost assessment designed to analyze, understand and fine-tune your document output environment and enhance your office productivity.

In a few minutes, with the answers to as few as two simple questions, your Xerox sales representative can put you on the road toward improved efficiencies and cost savings of up to 40%.*

In a few days, you'll have an *in-depth analysis* of your document output operations and a *customized recommendation* that can help you:

- Identify and reduce costs
- Reduce and better manage the number of output devices in your office
- Improve asset usage and efficiencies
- Increase levels of service and satisfaction



The right products.

The right mix. The right cost.

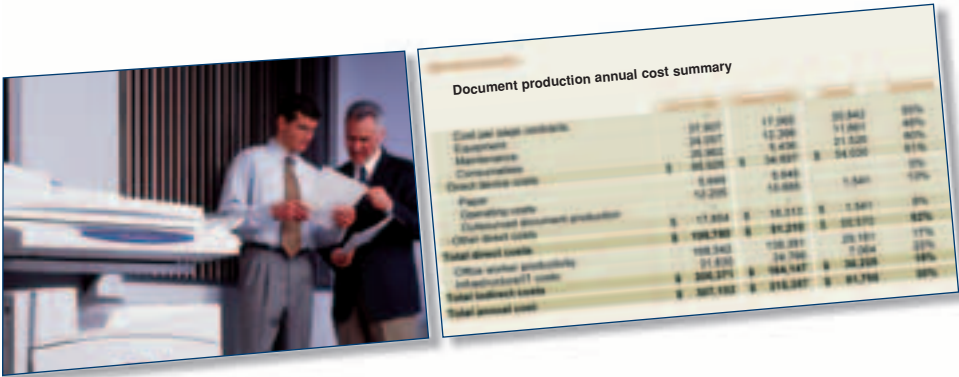
With Xerox Office Productivity Advisor (XOPA), Xerox provides an authoritative assessment that helps you comprehend all your document management costs and make better management decisions. Now, thanks to XOPA, this type of information is easily accessible and simple to understand.

XOPA uncovers practices that are wasting time and money. You'll be able to achieve a productivity-enhancing balance of single and multifunction devices in your office. You'll pinpoint high-cost devices that are costing you more than they're worth, and see how you can manage page volumes more effectively across print, copy and fax functions. In addition, XOPA can show you the best ways to deploy color in your office, determine when color is cost-effective, and help you find out how to capture savings by bringing your color printing in-house.

*Source: Andrew Johnson (Managing Vice President, Gartner, Inc.), *Effective Management of Office Document Output Systems* (Presentation made at Xplor Conference), Atlanta, October 28, 2003.

Question 2

What document output equipment do you use?



XOPA helps you do all of the above. And more.

Your information can be compared to averages and ideal targets based on your industry. Your XOPA analysis provides a summary report of your office environment, a proposed state, and a projection of potential savings.

Xerox can use XOPA information to run "what if" scenarios and to produce a customized implementation plan to optimize your office output environment. Your XOPA assessment can be repeated as necessary to monitor continuous improvements and measure progress over time.

XOPA: Simple or sophisticated. You make the call.

Simple. It begins with a small investment of your time. You provide your Xerox sales representative with the answers to a few simple questions.

How many people work in your organization?

What document output equipment do you use?

With no more than the answers to these questions, XOPA can provide a baseline assessment of your document output environment and current costs. Based on this assessment, your Xerox sales representative will develop recommendations to help you reduce costs.

Sophisticated. With more detailed information (such as page volumes or usage patterns), XOPA draws on its sophisticated business modeling and robust, up-to-the-minute database to provide a powerful assessment that will help you boost productivity, improve efficiencies, and realize significant savings.

When you provide more information, XOPA provides a more precise analysis because it more accurately reflects your unique document output environment.

Xerox Office Productivity Advisor provides a comprehensive assessment backed by:

- A rich database of proprietary and in-depth Xerox studies
- Accurate trackable data (over 6,000 products of all makes and models) from third-party sources
- Powerful modeling algorithms that analyze direct and indirect costs:

Direct costs

- Equipment, maintenance and consumables costs for every device in your office
- Current discounts and financing

Indirect costs

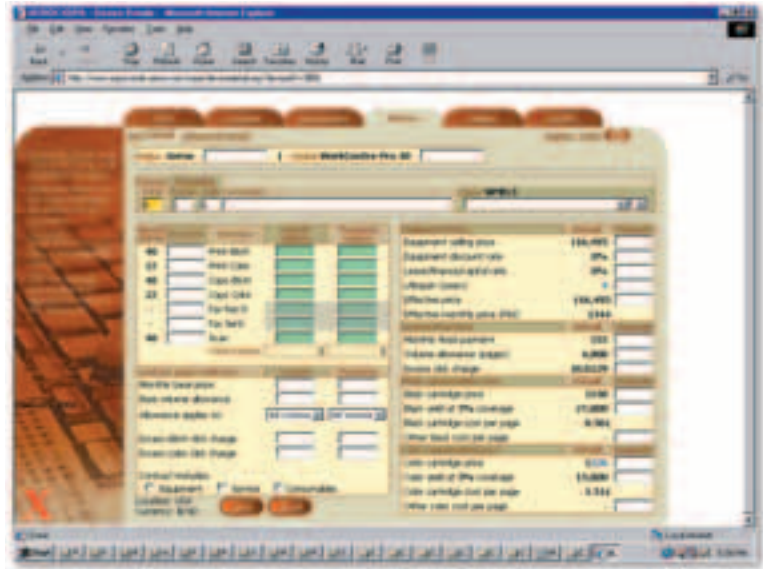
- Office worker productivity based on such factors as job set-up and wait times
- Infrastructure and overhead
- IT support and Help Desk calls

Find out more. Contact your Xerox sales representative today to get on track toward improving your office productivity while saving money.

Xerox customers all over North America are taking advantage of Xerox Office Productivity Advisor to more effectively manage their document output products and processes and significantly reduce their operating costs.

The robust and accurate XOPA database includes:

- Costs and specifications, updated monthly, on more than 6,000 print, copy, multifunction, scan and fax devices. This data comes from independent third-party sources: LYRA Research, Inc. and Buyers Laboratory, Inc.
- Industry data (such as labor statistics, utility rates, property and overhead costs, etc.) collected from dozens of independent sources, such as the U.S. Environmental Protection Agency and the U.S. Department of Labor.
- Metrics from more than 200 Xerox Office Document Assessments (ODA). A Xerox ODA is the industry-benchmark, Six Sigma-based process targeted for an enterprise-wide assessment.



XOPA Device Cost Detail Page – Example

XOPA metrics				
	Company	Industry	Target	Range
Employees per device	1.11	0.75	2.22	0 - 20
Device utilization	0.99%	2.73%	1.83%	0% - 7%
Direct cost per page	0.66¢	3.60¢	6.57¢	3.00¢ - 7.00¢
Pages per employee (monthly)	1,294	1,294	1,173	
Annual costs per employee				
Total direct cost per employee	\$ 1,526	\$ 732	\$ 879	
Infrastructure/IT cost per employee	\$ 455	\$ 324	\$ 176	
Productivity cost per employee	\$ 2,400	\$ 1,981	\$ -	
Total direct and indirect cost per employee	\$ 4,381	\$ 3,037	\$ -	

XOPA Metrics

