



# 11 Super Easy Ways to Save on Office Printing

---

## FEATURING:

SHOCKING OFFICE PRINTING STATISTICS

11 PRINT SAVINGS OPPORTUNITIES

IDEAS TO REDUCE YOUR CARBON FOOTPRINT

## Managing your office printing activities while controlling print related costs isn't easy.



Each time someone in your office prints a document in black and white or color, they're making a micro buying decision that can add up to be more than you think. Recent studies revealed that if left unmanaged, the typical small business spends as much on office printing (equipment, service and supplies) as they do on other top business operating expenses including rent and utilities.

The good news is that this guide will help you immediately take control of your print environment with super easy ways to save and simplify in several ways.

## 90% of businesses don't know how much they spend on office printing.

- Managed Print Consulting



For over 20 years Cartridge World has provided expert advice to small and medium size businesses on how to improve office efficiency, save money and print greener. Each of the upcoming ideas presented have been field tested and proven to generate an immediate and positive impact on your office printing results.

Should you have any questions or require further assistance, please contact your local Cartridge World in your area with over 350 locations to serve you throughout the United States.

### Business Printing Stats & Facts

**37 - 41%**  
of printer related  
expenses tend to avoid  
formal procurement  
approval.

Office printing  
usually ranks as a  
**TOP 4 business  
operating expense**  
next to payroll, rent  
and utilities.

Print volumes tend  
to decrease by  
**no less than 10%**  
when people believe  
their print usage is  
being monitored.



# IDEAS TO SAVE TIME

---

**1. Move from reactive to proactive toner ordering.**

Today's printers can communicate before they run out of toner so you can have your new printer cartridge delivered before you need it.

**2. Don't force employees to spend time fixing office printers.**

Diagnosing and properly correcting a printer issue requires technical knowledge, experience and time most employees don't have. Let us manage and repair your printers so your people have more time for higher value tasks.

**3. Deflect printer related end user support questions to an external professional.**

Studies suggest that one in four IT help desk calls tend to be printer related. So why tie up precious IT resources dealing with printer issues when you can have your printing partner do it for you?

**4. Consolidate your office printing purchases to one local vendor.**

This will save you time ordering printer supplies, strengthen your purchasing power and speed up invoice processing with everything on one invoice.

DID YOU KNOW?

**27%**

of IT Help Desk calls  
are printer related.

# IDEAS TO SAVE MONEY

**5. Switch from expensive OEM printer cartridges to a high-quality alternative.**

With Cartridge World you can save up to 30% off original equipment manufacturer (OEM) toner cartridges and big box store prices. We offer a full line of premium quality inkjet and laser print cartridges that feature our triple check quality process and come with a 100% satisfaction guarantee.

**6. Create an office print policy.**

The same way you've implemented any other office policy to save on long distance fees, travel expenses and other operating costs; why not create your own office print policy with user guidelines to print less and spend less where possible. Be sure to ask your local Cartridge World for our flexible office print policy template. A simple self-help tool for any business to start saving right away!

**7. Beware of Toner Delivery Fees.**

Often what may appear to be a lower priced printer cartridge can end up being more expensive after inflated delivery fees. You can count on Cartridge World for great products and free delivery to your office.

**8. Be sure to match the type of printer you use to your printing needs.**

Inkjet printers are an excellent choice for low volume monochrome and color printing, however, for higher print volumes a laser printer can be up to 70% less expensive to operate, especially if you are printing documents with higher coverage in color and graphics.

DID YOU KNOW?

Cartridge World customers save up to

**30% off**

OEM and big box store toner cartridge prices.







# IDEAS TO SAVE THE ENVIRONMENT

---

## 9. **Set your printer defaults to promote greener printing.**

It's easy to cut paper usage in half by setting the office printer defaults to print 2-sided on both sides of the paper. Additional default settings such as printing in black and white vs. color can also save money and the environment.

## 10. **Recycle used printer cartridges.**

Shockingly 70% of used printer cartridges are placed directly into office trash cans and then sent directly to landfill sites where it takes up to 1,000 years for them to decompose. Ask your Cartridge World representative about our easy cartridge recycling programs to reduce your carbon footprint.

## 11. **Replace “power hog” printers.**

According to the Environmental Protection Agency, older printers and office copiers cost approximately \$225 per year in energy costs alone. New Energy Star qualified printers now use a fraction of the energy which also saves you money at the same time.

Thank you for your interest in this business improvement guide from your local office printing partners at Cartridge World. Your home for expert advice, affordable business printing solutions and friendly local service you can count on.

If you think there's an opportunity for your office to save time, money and the environment; we're ready when you are!

## DID YOU KNOW?

**70%** of printer cartridges are placed in office trash cans and go directly to landfill.



# ABOUT CARTRIDGE WORLD

## Office Printers

We offer brand name selections and expert advice to help you make the right choice for your printing, copying, scanning and faxing needs. From replacing a desktop printer to adding a fleet of multifunction devices, we can recommend the best solution for your business and budget.



## Toner Cartridges

Why pay up to 30% more on OEM and big box store toner cartridges? Our premium quality toner cartridges match OEM performance at a fraction of the cost. You benefit from our triple check quality process for consistent quality output and you get our 100% satisfaction guarantee!



## Local Service

You can count on Cartridge World for knowledgeable staff and friendly service with a personal touch. Our automated cartridge supply program and easy online ordering both feature FREE delivery to save you time and money.



## Why Buy a Printer?

Eliminate traditional hardware and maintenance costs by using our printer(s)! We'll provide the printer(s) with professional on-site service included at no additional cost and all we ask is that you simply agree to buy the initial and ongoing printer cartridges from us.



## Let us help you save on every print you make.

Cartridge World specializes in helping small to medium size businesses with expert advice, printing products and services that improve more than just your bottom line. We help you eliminate office printing distractions and avoidable expenses to help you grow. Maybe now is the time to rethink your office print strategy?

Contact your local Cartridge World to learn more about how our exclusive business class printing solutions can benefit your business.