



# ***Document Technology Rightsizing Strategy***

***For***  
**Bio-Med**

# ***Objectives & Challenges in Producing & Managing Documents at Bio-Med***

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## **Objectives**

**It was determined that the objectives in producing and managing documents at Bio-Med are:**

- ◆ To control and minimize the cost associated with reproduction and distribution of documents.  
"To identify our total cost of ownership and areas where costs are out of control."  
Bio-Med is currently charged with the mandate to examine all line item expenditures with the outcome of reducing operating costs by 12-15% by Q2.
- ◆ To create internal and external communication via "documents on demand".  
To route the right information to the right people at the right time and in the right format. "To inventory the least amount of documents possible and reduce the number of devices."  
  
To utilize our network to better create, manage, transport, and output documents; thus improving our return on investment.
- ◆ To streamline the number of vendors providing document delivery systems.  
"The main objective here is to achieve consistency in pricing, programs, invoicing and support for our document production."
- ◆ To better understand our document environment and related technology. To analyze all document technology in place such as copiers, printers, fax, color printers, jobs outsourced and the related human interaction, operating costs, vendor obligations, and volumes
- ◆ Meet anticipated growth in work load and increased paper output. Harness new technology to improve productivity while driving costs down

## **Challenges**

**It was determined that the biggest challenges facing Bio-Med in the area of document production and management are:**

- ◆ Bio-Med has redundancy in technology, consumables, office space, operating costs, human steps, and waste related to documents which "lowers productivity and distracts from the bottom line."

# ***Objectives & Challenges in Producing & Managing Documents at Bio-Med***

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## **Challenges**

- ◆ Bio-Med has six vendors associated with the production of documents. Managing this variety of vendors is time intensive and expensive. Vendors for software, hardware, service, and supplies have their own invoices, contracts, personnel and policies; which encourages finger pointing among vendors and creates lack of accountability.
- ◆ The current document technology is not integrated forcing users to walk from their printer to a copier and then sometimes to the fax machine in order to produce and distribute documents. This action is repeated numerous times a day which decreases personal productivity and increases the cost of documents.
- ◆ The lack of standardization of output technology leads to end user confusion (help desk calls), training issues, the need to inventory multiple toner cartridges in workgroups. Some older legacy devices are under utilized, while newer more feature rich devices are being over utilized.
- ◆ Acquisition of technology is out of control. Departments are purchasing printers “under the radar”; we have no idea of how many we have, what we are doing with these devices, or what our costs are.

## **Findings**

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Bio-Med has the following document technology, related monthly volumes, and costs:

<b>Technology</b>	<b># Units</b>	<b>Monthly Vol</b>	<b># Invoices</b>	<b>Monthly Cost</b>	<b>Cost Per Page</b>
<b>Printers</b>	50	234,734	10.00	\$7,185.57	0.0306
<b>Color Imaging Systems</b>	4	13,389	1.60	\$2,778.15	0.2075
	<b>54</b>	<b>248,123</b>	<b>11.60</b>	<b>\$9,963.72</b>	<b>0.0402</b>

Related costs consist of the following:

<b>Related Cost</b>	<b>Included In Totals Above (Device Related)</b>	<b>Non-Device Related</b>
Labor	\$0.00	\$8,650.00
	<b>\$0.00</b>	<b>\$8,650.00</b>

Total Combined Document Volume : 248,123 Pages Per Month

Total Monthly Document Production Costs : \$18,613.72

Total # of Vendors : 0

Total # of Invoices Processed : 11.60 at a Cost of \$60.00 Each

For a Total Invoice Processing Cost of \$696.00 Per Month

Overall Total Cost Per Page : \$0.0750

# Proposed Solutions for Bio-Med

<i>Current Situation</i>		<i>Proposed Solutions</i>	
Technology	Monthly Cost	Technology	Monthly Cost
<b>Printers</b>		<b>Printers</b>	
4 - HP 2200	\$429.79	* 45PPM - B&W	\$313.00
1 - HP 4	\$56.88	* 45PPM - B&W	\$510.00
1 - HP 4+	\$150.28	4 - HP 2200	\$429.79
9 - HP 4000	\$1,167.83	5 - HP 4050	\$552.30
7 - HP 4050	\$934.39	12 - HP 4100	\$1,277.17
12 - HP 4100	\$2,329.15	2 - HP 5000	\$338.74
1 - HP 5	\$96.66		
6 - HP 5000	\$951.56		
1 - HP 5M	\$212.05		
1 - HP 5N	\$12.35		
4 - HP 5Si	\$688.23		
2 - HP III	\$132.55		
1 - HP IIISi	\$23.88		
<b>Color Imaging Systems</b>		<b>Color Imaging Systems</b>	
1 - Fiery XJ BP100	\$797.83	* 17PPM - Color	\$225.00
3 - HP 4500	\$1,980.32	* 21PPM - Color	\$955.00
		2 - HP 4500	\$1,029.39
<b>Multi-Functional Technology</b>		<b>Multi-Functional Technology</b>	
		* 50PPM - B&W	\$588.00
		* 50PPM - B&W	\$588.00
		* 50PPM - B&W	\$588.00
		* 50PPM - B&W	\$643.00
		* 50PPM - B&W	\$698.00
<b>Related Costs</b>		<b>Related Costs</b>	
Labor	\$8,650.00	Labor	\$5,190.00
<b>Total Cost</b>		<b>Total Cost</b>	
<b>Total Devices: 54</b>	<b>\$18,613.72</b>	<b>Total Devices: 34</b>	<b>\$13,925.38</b>
		<b>Potential Savings: \$4,688.34</b>	

# Proposed Solutions for Bio-Med Accounting

<i>Current Situation</i>		<i>Proposed Solutions</i>	
Technology	Monthly Cost	Technology	Monthly Cost
<b>Printers</b>		<b>Printers</b>	
2 - HP 5000	\$297.61	1 - HP 5000	\$180.58
2 - HP 2200	\$210.66	2 - HP 2200	\$210.66
3 - HP 4100	\$880.43	3 - HP 4100	\$390.00
1 - HP III	\$61.03		
1 - HP 5Si	\$108.13		
1 - HP 4050	\$90.59		
1 - HP 4000	\$195.95		
<b>Multi-Functional Technology</b>		<b>Multi-Functional Technology</b>	
		* 50PPM - B&W	\$698.00
<b>Related Costs</b>		<b>Related Costs</b>	
Labor	\$2,625.00	Labor	\$1,575.00
<b>Total Devices: 11</b>	<b>Total Cost</b>	<b>Total Devices: 7</b>	<b>Total Cost</b>
	<b>\$4,469.38</b>		<b>\$3,054.24</b>

### *Current Situation*

- ◆ 105 hours per month is spent at \$25 per hour walking and waiting from device to device in order to produce and distribute documents
- ◆ 11 devices of 7 different models of printers using different supplies
- ◆ Existing legacy printers are no longer performing reliably, causing excess labor time and waste

### *Benefits of Proposed Solutions*

- ◆ \$1,415 (32%) monthly reduction in cost to produce documents
- ◆ 40% reduction in labor time to produce documents
- ◆ 37% reduction in the number of devices to manage, supply, dedicate space for, and power
- ◆ 57% reduction in required supply items
- ◆ Added functionality of recommended technology (scanning, email, finishing) will further improve productivity
- ◆ New technology will improve reliability and personal productivity

# **Proposed Solutions for Bio-Med Administration**

<b>Current Situation</b>		<b>Proposed Solutions</b>	
<b>Technology</b>	<b>Monthly Cost</b>	<b>Technology</b>	<b>Monthly Cost</b>
<b>Printers</b>		<b>Printers</b>	
5 - HP 4100	\$815.06	5 - HP 4100	\$451.37
1 - HP 4050	\$123.44		
1 - HP III	\$71.53		
3 - HP 4000	\$350.61		
1 - HP 4	\$56.88		
1 - HP 5N	\$12.35		
<b>Multi-Functional Technology</b>		<b>Multi-Functional Technology</b>	
		* 50PPM - B&W	\$643.00
<b>Related Costs</b>		<b>Related Costs</b>	
Labor	\$2,075.00	Labor	\$1,245.00
<b>Total Devices: 12</b>	<b>Total Cost</b>	<b>Total Devices: 6</b>	<b>Total Cost</b>
	<b>\$3,504.86</b>		<b>\$2,339.37</b>

### **Current Situation**

- ◆ 83 hours per month is spent at \$25 per hour walking and waiting from device to device in order to produce and distribute documents
- ◆ 12 devices of 6 different models of printers using different supplies
- ◆ Existing legacy printers are no longer performing reliably, causing excess labor time and waste

### **Benefits of Proposed Solutions**

- ◆ \$1,165 (33%) monthly reduction in cost to produce documents
- ◆ 40% reduction in labor time to produce documents
- ◆ 50% reduction in the number of devices to manage, supply, dedicate space for, and power
- ◆ 67% reduction in required supply items
- ◆ Added functionality of recommended technology (scanning, email, finishing) will further improve productivity

# Proposed Solutions for Bio-Med Design

<i>Current Situation</i>		<i>Proposed Solutions</i>	
Technology	Monthly Cost	Technology	Monthly Cost
<b>Printers</b>		<b>Printers</b>	
1 - HP 4050	\$145.94	1 - HP 4050	\$145.94
1 - HP 2200	\$158.69	1 - HP 2200	\$158.69
1 - HP IIISi	\$23.88		
2 - HP 5Si	\$453.15		
		* 45PPM - B&W	\$510.00
<b>Color Imaging Systems</b>		<b>Color Imaging Systems</b>	
1 - HP 4500	\$177.01	1 - HP 4500	\$177.01
<b>Related Costs</b>		<b>Related Costs</b>	
Labor	\$775.00	Labor	\$465.00
<b>Total Devices: 6</b>	<b>Total Cost</b>	<b>Total Devices: 4</b>	<b>Total Cost</b>
	<b>\$1,733.67</b>		<b>\$1,456.65</b>

### *Current Situation*

- ◆ 31 hours per month is spent at \$25 per hour walking and waiting from device to device in order to produce and distribute documents
- ◆ 6 devices of 5 models of printers using different supplies
- ◆ Existing high volume legacy printers are no longer performing reliably, causing excess labor time and waste

### *Benefits of Proposed Solutions*

- ◆ \$277 (16%) monthly reduction in cost to produce documents
- ◆ 40% reduction in labor time to produce documents
- ◆ 33% reduction in the number of devices to manage, supply, dedicate space for, and power
- ◆ 25% reduction in required supply items
- ◆ Added finishing feature of new printer will eliminate the current labor intensive manual method
- ◆ New technology will improve reliability and personal productivity

# Proposed Solutions for Bio-Med Executive

<i>Current Situation</i>		<i>Proposed Solutions</i>	
Technology	Monthly Cost	Technology	Monthly Cost
<b>Printers</b>		<b>Printers</b>	
2 - HP 4050	\$328.06	2 - HP 4050	\$160.00
2 - HP 4000	\$204.29		
1 - HP 5	\$96.66		
1 - HP 5000	\$169.21		
<b>Color Imaging Systems</b>		<b>Color Imaging Systems</b>	
1 - HP 4500	\$950.93	* 21PPM - Color	\$955.00
<b>Multi-Functional Technology</b>		<b>Multi-Functional Technology</b>	
		* 50PPM - B&W	\$588.00
<b>Related Costs</b>		<b>Related Costs</b>	
Labor	\$450.00	Labor	\$270.00
<b>Total Devices: 7</b>	<b>Total Cost</b>	<b>Total Devices: 4</b>	<b>Total Cost</b>
	<b>\$2,199.14</b>		<b>\$1,973.00</b>

### *Current Situation*

- ◆ 18 hours per month is spent at \$25 per hour walking and waiting from device to device in order to produce and distribute documents
- ◆ 7 devices of 5 models of printers using different supplies
- ◆ Existing color technology is down for service to frequently requiring users to find alternative devices to print
- ◆ Applications exist for scanning and scan to email capability

### *Benefits of Proposed Solutions*

- ◆ \$226 (10%) monthly reduction in cost to produce documents
- ◆ 40% reduction in labor time to produce documents
- ◆ 43% reduction in the number of devices to manage, supply, dedicate space for, and power
- ◆ 40% reduction in required supply items
- ◆ Added functionality of recommended technology (scanning, email, finishing) will further improve productivity
- ◆ New technology will improve reliability and personal productivity

# **Proposed Solutions for Bio-Med Human Resources**

<i>Current Situation</i>		<i>Proposed Solutions</i>	
<b>Technology</b>	<b>Monthly Cost</b>	<b>Technology</b>	<b>Monthly Cost</b>
<b>Printers</b>		<b>Printers</b>	
2 - HP 5000	\$200.39	1 - HP 5000	\$158.16
2 - HP 4100	\$419.56	2 - HP 4100	\$221.69
1 - HP 5Si	\$126.95		
		* 45PPM - B&W	\$313.00
<b>Related Costs</b>		<b>Related Costs</b>	
Labor	\$575.00	Labor	\$345.00
<b>Total Devices: 5</b>	<b>Total Cost</b>	<b>Total Devices: 4</b>	<b>Total Cost</b>
	<b>\$1,321.89</b>		<b>\$1,037.85</b>

### ***Current Situation***

- ◆ 23 hours per month is spent at \$25 per hour walking and waiting from device to device in order to produce and distribute documents
- ◆ Lack of printer finishing features causes manual collating and stapling

### ***Benefits of Proposed Solutions***

- ◆ \$284 (21%) monthly reduction in cost to produce documents
- ◆ 40% reduction in labor time to produce documents
- ◆ 20% reduction in the number of devices to manage, supply, dedicate space for, and power
- ◆ Added finishing feature of new printer will eliminate the current labor intensive manual method

# Proposed Solutions for Bio-Med Marketing

<i>Current Situation</i>		<i>Proposed Solutions</i>	
Technology	Monthly Cost	Technology	Monthly Cost
<b>Printers</b>		<b>Printers</b>	
1 - HP 4100	\$106.07	1 - HP 4100	\$106.07
1 - HP 2200	\$60.44	1 - HP 2200	\$60.44
1 - HP 4+	\$150.28		
1 - HP 5000	\$284.36		
1 - HP 4000	\$160.20		
<b>Color Imaging Systems</b>		<b>Color Imaging Systems</b>	
1 - Fiery XJ BP100	\$797.83		
		* 17PPM - Color	\$225.00
<b>Multi-Functional Technology</b>		<b>Multi-Functional Technology</b>	
		* 50PPM - B&W	\$588.00
<b>Related Costs</b>		<b>Related Costs</b>	
Labor	\$725.00	Labor	\$435.00
<b>Total Devices: 6</b>	<b>Total Cost</b>	<b>Total Devices: 4</b>	<b>Total Cost</b>
	<b>\$2,284.16</b>		<b>\$1,414.51</b>

### *Current Situation*

- ◆ 29 hours per month is spent at \$25 per hour walking and waiting from device to device in order to produce and distribute documents
- ◆ 6 devices of 6 models of printers using different supplies
- ◆ High volume legacy b&w and color printers are no longer performing reliably and have a high total cost of ownership
- ◆ Applications exist for scanning and scan to email capability

### *Benefits of Proposed Solutions*

- ◆ \$870 (38%) monthly reduction in cost to produce documents
- ◆ 40% reduction in labor time to produce documents
- ◆ 33% reduction in the number of devices to manage, supply, dedicate space for, and power
- ◆ 33% reduction in required supply items
- ◆ Added functionality of recommended technology (scanning, email, finishing) will further improve productivity
- ◆ New color technology will improve reliability and reduce waste and cost

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# Proposed Solutions for Bio-Med Sales

<i>Current Situation</i>		<i>Proposed Solutions</i>	
Technology	Monthly Cost	Technology	Monthly Cost
<b>Printers</b>		<b>Printers</b>	
1 - HP 4100	\$108.04	1 - HP 4100	\$108.04
2 - HP 4050	\$246.36	2 - HP 4050	\$246.36
1 - HP 5M	\$212.05		
2 - HP 4000	\$256.79		
<b>Color Imaging Systems</b>		<b>Color Imaging Systems</b>	
1 - HP 4500	\$852.37	1 - HP 4500	\$852.37
<b>Multi-Functional Technology</b>		<b>Multi-Functional Technology</b>	
		* 50PPM - B&W	\$588.00
<b>Related Costs</b>		<b>Related Costs</b>	
Labor	\$1,425.00	Labor	\$855.00
<b>Total Devices: 7</b>	<b>Total Cost</b>	<b>Total Devices: 5</b>	<b>Total Cost</b>
	<b>\$3,100.61</b>		<b>\$2,649.77</b>

### *Current Situation*

- ◆ 57 hours per month is spent at \$25 per hour walking and waiting from device to device in order to produce and distribute documents
- ◆ 7 devices of 5 models of printers using different supplies
- ◆ Application existis for 11X17 print capability
- ◆ Applications exist for scanning and scan to email capability

### *Benefits of Proposed Solutions*

- ◆ \$451 (15%) monthly reduction in cost to produce documents
- ◆ 40% reduction in labor time to produce documents
- ◆ 29% reduction in the number of devices to manage, supply, dedicate space for, and power
- ◆ 20% reduction in required supply items
- ◆ Added functionality of recommended technology (scanning, email, finishing) will further improve productivity

## ***Proposed Implementation Schedule***

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- **3/21/03** Review proposal with Bio-Med and prioritize recommendations
- **3/23/03** Review prioritized recommendations with Bio-Med
- **3/23/03** Bio-Med to approve contract & complete documentation
- **3/25/03** Conduct pre-installation site survey for space, power, & cabling
- **3/29/03** Install technology & conduct end user training
- **1-90 Days** Monitoring of results of implemented solutions
- **90 Days** Conduct account review with Bio-Med to report results of implementation and identify further opportunities to improve business processes and further reduce the cost of producing documents



# Output Technology Analysis ~ Accounting

## Bio-Med

**Audit Conducted:** Monday, January 06, 2003 through Friday, January 17, 2003

Technology	Vendor	Make	Model	Pgs/Mo	Lease/Dep	Service Cost	Supply Cost	Related Costs	Total Cost	Cost/Pg	Own	Remaining	Purch/Install
Printers		HP	5000	3,338	22	0	83	0	117	0.0351	<input checked="" type="checkbox"/>	--	8/12/1998
Printers		HP	2200	1,677	13	0	42	0	67	0.0401	<input checked="" type="checkbox"/>	--	5/23/2001
Printers		HP	2200	4,724	13	0	118	0	143	0.0304	<input checked="" type="checkbox"/>	--	5/23/2001
Printers		HP	III	1,961	0	0	49	0	61	0.0311	<input checked="" type="checkbox"/>	--	7/1/1990
Printers		HP	5Si	3,845	0	0	96	0	108	0.0281	<input checked="" type="checkbox"/>	--	5/21/1996
Printers		HP	5000	5,880	22	0	147	0	181	0.0307	<input checked="" type="checkbox"/>	--	8/12/1998
Printers		HP	4100	6,826	18	0	171	0	201	0.0294	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4100	14,760	18	0	369	0	399	0.0271	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4000	6,625	18	0	166	0	196	0.0296	<input checked="" type="checkbox"/>	--	10/25/1998
Printers		HP	4100	9,993	18	0	250	0	280	0.0280	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4050	2,411	18	0	60	0	91	0.0376	<input checked="" type="checkbox"/>	--	1/18/2000
Printers	RELATED COSTS - LABOR			62,040				2625	2,625	0.0423			
<b>MONTHLY TOTALS for 12 device(s)</b>				<b>62,040</b>	<b>\$161</b>	<b>\$0</b>	<b>\$1,551</b>	<b>\$2,625</b>	<b>\$4,469</b>	<b>0.0720</b>			
				<b>Volume</b>	<b>Lease/Dep</b>	<b>Service</b>	<b>Supply</b>	<b>Related Costs</b>	<b>Total Cost</b>	<b>Cost/Pg</b>			



# Output Technology Analysis ~ Administration

## Bio-Med

**Audit Conducted:** Monday, January 06, 2003 through Friday, January 17, 2003

Technology	Vendor	Make	Model	Pgs/Mo	Lease/Dep	Service Cost	Supply Cost	Related Costs	Total Cost	Cost/Pg	Own	Remaining	Purch/Install
Printers		HP	4100	3,736	18	0	93	0	124	0.0331	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4100	4,595	18	0	115	0	145	0.0316	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4050	3,725	18	0	93	0	123	0.0331	<input checked="" type="checkbox"/>	--	1/18/2000
Printers		HP	5N	14	0	0	0	0	12	0.8821	<input checked="" type="checkbox"/>	--	11/3/1996
Printers		HP	4000	1,784	18	0	45	0	75	0.0420	<input checked="" type="checkbox"/>	--	10/25/1998
Printers		HP	4	1,795	0	0	45	0	57	0.0317	<input checked="" type="checkbox"/>	--	8/11/1993
Printers		HP	III	2,381	0	0	60	0	72	0.0300	<input checked="" type="checkbox"/>	--	7/1/1990
Printers		HP	4100	10,781	18	0	270	0	300	0.0278	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4100	5,185	18	0	130	0	160	0.0308	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4000	3,968	18	0	99	0	130	0.0326	<input checked="" type="checkbox"/>	--	10/25/1998
Printers		HP	4000	4,634	18	0	116	0	146	0.0315	<input checked="" type="checkbox"/>	--	10/25/1998
Printers		HP	4100	2,242	18	0	56	0	86	0.0385	<input checked="" type="checkbox"/>	--	6/6/2001
Printers	RELATED COSTS - LABOR			44,840				2075	2,075	0.0463			
<b>MONTHLY TOTALS for 13 device(s)</b>				<b>44,840</b>	<b>\$165</b>	<b>\$0</b>	<b>\$1,121</b>	<b>\$2,075</b>	<b>\$3,505</b>	<b>0.0782</b>			
				<b>Volume</b>	<b>Lease/Dep</b>	<b>Service</b>	<b>Supply</b>	<b>Related Costs</b>	<b>Total Cost</b>	<b>Cost/Pg</b>			



## Output Technology Analysis ~ Design

### Bio-Med

**Audit Conducted:** Monday, January 06, 2003 through Friday, January 17, 2003

Technology	Vendor	Make	Model	Pgs/Mo	Lease/Dep	Service Cost	Supply Cost	Related Costs	Total Cost	Cost/Pg	Own	Remaining	Purch/Install
Printers		HP	III Si	475	0	0	12	0	24	0.0503	<input checked="" type="checkbox"/>	--	6/23/1991
Printers		HP	5Si	4,953	0	0	124	0	136	0.0274	<input checked="" type="checkbox"/>	--	5/21/1996
Printers		HP	2200	5,335	13	0	133	0	159	0.0297	<input checked="" type="checkbox"/>	--	5/23/2001
Printers		HP	5Si	12,213	0	0	305	0	317	0.0260	<input checked="" type="checkbox"/>	--	5/21/1996
Printers		HP	4050	4,625	18	0	116	0	146	0.0316	<input checked="" type="checkbox"/>	--	1/18/2000
Color Imaging Systems		HP	4500	584	42	95	29	0	177	0.3031	<input checked="" type="checkbox"/>	--	4/1/1999
Printers	RELATED COSTS - LABOR			28,185				775	775	0.0275			
<b>MONTHLY TOTALS for 7 device(s)</b>				<b>28,185</b>	<b>\$73</b>	<b>\$95</b>	<b>\$719</b>	<b>\$775</b>	<b>\$1,734</b>	<b>0.0615</b>			
				<b>Volume</b>	<b>Lease/Dep</b>	<b>Service</b>	<b>Supply</b>	<b>Related Costs</b>	<b>Total Cost</b>	<b>Cost/Pg</b>			



## Output Technology Analysis ~ Executive

### Bio-Med

**Audit Conducted:** Monday, January 06, 2003 through Friday, January 17, 2003

Technology	Vendor	Make	Model	Pgs/Mo	Lease/Dep	Service Cost	Supply Cost	Related Costs	Total Cost	Cost/Pg	Own	Remaining	Purch/Install
Printers		HP	5000	5,425	22	0	136	0	169	0.0312	<input checked="" type="checkbox"/>	--	8/12/1998
Printers		HP	4000	701	18	0	18	0	48	0.0683	<input checked="" type="checkbox"/>	--	10/25/1998
Printers		HP	4050	6,202	18	0	155	0	185	0.0299	<input checked="" type="checkbox"/>	--	1/18/2000
Printers		HP	4050	4,495	18	0	112	0	143	0.0317	<input checked="" type="checkbox"/>	--	1/18/2000
Printers		HP	4000	5,045	18	0	126	0	156	0.0310	<input checked="" type="checkbox"/>	--	10/25/1998
Printers		HP	5	2,523	22	0	63	0	97	0.0383	<input checked="" type="checkbox"/>	--	9/20/1997
Color Imaging Systems		HP	4500	6,112	42	598	299	0	951	0.1556	<input checked="" type="checkbox"/>	--	4/1/1999
Printers	RELATED COSTS - LABOR			30,503				450	450	0.0148			
<b>MONTHLY TOTALS for 8 device(s)</b>				<b>30,503</b>	<b>\$158</b>	<b>\$598</b>	<b>\$909</b>	<b>\$450</b>	<b>\$2,199</b>	<b>0.0721</b>			
				<b>Volume</b>	<b>Lease/Dep</b>	<b>Service</b>	<b>Supply</b>	<b>Related Costs</b>	<b>Total Cost</b>	<b>Cost/Pg</b>			



# Output Technology Analysis ~ Human Resources

## Bio-Med

**Audit Conducted:** Monday, January 06, 2003 through Friday, January 17, 2003

Technology	Vendor	Make	Model	Pgs/Mo	Lease/Dep	Service Cost	Supply Cost	Related Costs	Total Cost	Cost/Pg	Own	Remaining	Purch/Install
Printers		HP	5Si	4,598	0	0	115	0	127	0.0276	<input checked="" type="checkbox"/>	--	5/21/1996
Printers		HP	5000	4,983	22	0	125	0	158	0.0317	<input checked="" type="checkbox"/>	--	8/12/1998
Printers		HP	4100	10,702	18	0	268	0	298	0.0278	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4100	3,655	18	0	91	0	122	0.0333	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	5000	346	22	0	9	0	42	0.1221	<input checked="" type="checkbox"/>	--	8/12/1998
Printers	RELATED COSTS - LABOR			24,284				575	575	0.0237			
<b>MONTHLY TOTALS for 6 device(s)</b>				<b>24,284</b>	<b>\$80</b>	<b>\$0</b>	<b>\$607</b>	<b>\$575</b>	<b>\$1,322</b>	<b>0.0544</b>			
				<b>Volume</b>	<b>Lease/Dep</b>	<b>Service</b>	<b>Supply</b>	<b>Related Costs</b>	<b>Total Cost</b>	<b>Cost/Pg</b>			



## Output Technology Analysis ~ Marketing

### Bio-Med

**Audit Conducted:** Monday, January 06, 2003 through Friday, January 17, 2003

Technology	Vendor	Make	Model	Pgs/Mo	Lease/Dep	Service Cost	Supply Cost	Related Costs	Total Cost	Cost/Pg	Own	Remaining	Purch/Install
Printers		HP	4000	5,195	18	0	130	0	160	0.0308	<input checked="" type="checkbox"/>	--	10/25/1998
Printers		HP	4100	3,030	18	0	76	0	106	0.0350	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4+	5,531	0	0	138	0	150	0.0272	<input checked="" type="checkbox"/>	--	2/5/1995
Printers		HP	2200	1,405	13	0	35	0	60	0.0430	<input checked="" type="checkbox"/>	--	5/23/2001
Printers		HP	5000	10,031	22	0	251	0	284	0.0283	<input checked="" type="checkbox"/>	--	8/12/1998
Color Imaging Systems		Fiery	XJ BP100	1,285	417	209	112	0	798	0.6209	<input checked="" type="checkbox"/>	--	5/7/1998
Printers	RELATED COSTS - LABOR			26,477				725	725	0.0274			
<b>MONTHLY TOTALS for 7 device(s)</b>				<b>26,477</b>	<b>\$488</b>	<b>\$209</b>	<b>\$742</b>	<b>\$725</b>	<b>\$2,284</b>	<b>0.0863</b>			
				<b>Volume</b>	<b>Lease/Dep</b>	<b>Service</b>	<b>Supply</b>	<b>Related Costs</b>	<b>Total Cost</b>	<b>Cost/Pg</b>			



## Output Technology Analysis ~ Sales

### Bio-Med

**Audit Conducted:** Monday, January 06, 2003 through Friday, January 17, 2003

Technology	Vendor	Make	Model	Pgs/Mo	Lease/Dep	Service Cost	Supply Cost	Related Costs	Total Cost	Cost/Pg	Own	Remaining	Purch/Install
Printers		HP	5M	8,002	0	0	200	0	212	0.0265	<input checked="" type="checkbox"/>	--	11/3/1996
Printers		HP	4000	3,586	18	0	90	0	120	0.0335	<input checked="" type="checkbox"/>	--	10/25/1998
Printers		HP	4050	4,096	18	0	102	0	133	0.0324	<input checked="" type="checkbox"/>	--	1/18/2000
Printers		HP	4100	3,109	18	0	78	0	108	0.0348	<input checked="" type="checkbox"/>	--	6/6/2001
Printers		HP	4050	3,333	18	0	83	0	114	0.0341	<input checked="" type="checkbox"/>	--	1/18/2000
Printers		HP	4000	4,260	18	0	107	0	137	0.0321	<input checked="" type="checkbox"/>	--	10/25/1998
Color Imaging Systems		HP	4500	5,408	42	534	265	0	852	0.1576	<input checked="" type="checkbox"/>	--	4/1/1999
Printers	RELATED COSTS - LABOR			31,794				1425	1,425	0.0448			
<b>MONTHLY TOTALS for 8 device(s)</b>				<b>31,794</b>	<b>\$133</b>	<b>\$534</b>	<b>\$925</b>	<b>\$1,425</b>	<b>\$3,101</b>	<b>0.0975</b>			
				<b>Volume</b>	<b>Lease/Dep</b>	<b>Service</b>	<b>Supply</b>	<b>Related Costs</b>	<b>Total Cost</b>	<b>Cost/Pg</b>			