

## OUR MISSION

Sourcing Office's job is to create leverage – it brings local governments together to achieve incredible advantages that are not possible when working alone. Sourcing Office develops leverage by creating aggregated procurement and shared service opportunities.

## QUICK FACTS

ComDoc, a Global/Xerox company has been regarded as a leader in the industry in Print Management and has developed the **PRINT responsibly Approach** to ensure NEO|SO Participants are driving down their total cost of printing, while monitoring & improving purchasing behaviors across the entire organization.

[www.SourcingOffice.org/print\\_management](http://www.SourcingOffice.org/print_management)

## MULTIFUNCTIONAL DEVICES, PRINTERS, SUPPLIES AND RELATED SERVICES

Comprehensive print management refers to the systems that can be deployed to physically and technologically manage all printing, scanning, faxing, and copying devices within your facilities. The Sourcing Office Program, provided by ComDoc, a state wide and national company, includes:

- **An already procured program**, sourced in accordance with the Ohio Revised Code (section 125), that is designed with the flexibility to meet the many printing/copying needs of Sourcing Office's diverse participant base.
- **A complete offering** of print management products and services in an easily managed program that allows cost savings, improved efficiencies, direct service and support.
- The **ability to migrate our current and future procured printers and multifunctional devices** under a print management program that includes service and supplies while providing maximum savings to Sourcing Office Member organizations.
- **Eliminate the need for multiple vendors** and invoices to accomplish the goals of a print management program.
- **The ability to track and manage total spend** within an organization's departmental structure to identify ways to reduce spend, while providing measurable gains in productivity and efficiency.
- **A "Green" initiative** in which Sourcing Office Participants can benefit by driving down costs, while improving the environment.

## EXCLUSIVE BENEFITS DESIGNED FOR YOUR ORGANIZATION INCLUDE:

- **Significant savings** which are identified through the Sourcing Office Print Management Audit. This audit is performed at no cost to your organization.
- **The SOURCING OFFICE PRINT responsibly Audit Approach** is a four step process that will:
  - **Learn:** Identify cost savings to provide a recommendation of a strategic combination of products, services, and solutions to your organization.
  - **Choose:** Tailor the above solutions to your organizations individual document management requirements.
  - **Manage:** Proactively monitor equipment performance and provide consistent follow-up of efficiency suggestions to the appropriate individuals within your organization.
  - **Share:** Updating your organization on technological industry insights and resources to keep your operations ahead of the industry curve.
- **A full line of products and services offering** that includes Multi-functional Devices ("MFD's), Printers and Facsimiles, Production and Wide Format Equipment, Supplies and Service, Facilities Management and other Related Services, and Powerful Print Management Software Tools with regular reviews to identify ongoing cost-saving opportunities to manage down the total cost of ownership.

## TO LEARN MORE ABOUT THIS UNIQUE PROGRAM:

Please contact Melissa Vacha, 216.581.6200 x122 or  
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