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## Practical Ways to Reduce Print Costs *Without Sacrificing Performance*

Most organizations underestimate how much their printing costs. Devices, service calls, supplies, and user issues quietly add up. The best print environments are not just cheaper. They're easier to manage, more reliable, and built to run efficiently.

Here are seven practical ways organizations reduce print costs while making their print environment simpler and more efficient.

### 1 Understand Your True Print Costs

Most organizations don't know what they're actually spending on printing because costs are spread across devices, toner, service calls, and IT support time.

A print assessment often reveals where those costs are hiding and can uncover opportunities to reduce print costs by around 20%.

### 2 Put the Right Printers in the Right Places

Many organizations have too many printers, the wrong types of printers, or both. Personal printers drive up supply costs, while older devices often require more service.

Right-sizing your printer fleet improves reliability and can significantly reduce equipment, supply, and service costs.

### 3 Print Less

Many organizations print more than they realize. Usage reports, print policies, and color controls help employees think twice before printing.

These simple changes can significantly reduce waste without slowing anyone down.

### 4 Stop Forgotten Print Jobs

Many print jobs are never picked up and end up in the recycling bin. Requiring users to release their print job at the printer using a badge or code ensures documents only print when someone is there to collect them.

This reduces wasted paper and toner. It also helps protect sensitive information.

### 5 Automate Document Workflows

Many documents are printed just to be approved, signed, routed, or scanned back into a system.

Automating those workflows reduces paper, removes manual steps, and speeds up how work gets done.

### 6 Reduce Printer Tickets

Printers generate a steady stream of help desk issues. Devices jam, toner runs out, and something always seems to need attention.

Proactive monitoring and automated supply replenishment reduce interruptions.

### 7 Partner with a Managed Print Services Provider

Managing printers, supplies, service, and support internally can be time consuming and complex.

An MPS partner helps monitor devices, manage supplies, and keep your print environment running efficiently. The *right* partner can also help identify opportunities to automate document workflows, reducing manual processes while improving efficiency and lowering operational costs.