

12 Signs Your Back Office is Costing You Big



EQUIPMENT

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|--|------------|-----------|
| 1. Is your office paying for equipment it rarely uses or that is broken? | YES | NO |
| 2. Does your office have outdated copiers that break down frequently? | YES | NO |
| 3. Do most employees in your office have their own desktop printer? | YES | NO |
| 4. Do most of the copiers in your office have color copy/print capability? | YES | NO |

COSTS

- | | | |
|---|------------|-----------|
| 5. Does your office make copies, prints, and scans that don't get charged back to the client? | YES | NO |
| 6. Is your office spending too much time and money on hiring and training? | YES | NO |
| 7. Are you unsure of how much your office spends on printing, copiers, toner, etc.? | YES | NO |

STAFF

- | | | |
|--|------------|-----------|
| 8. Do you experience high turnover for your administrative staff? | YES | NO |
| 9. Is workflow affected significantly when an administrative person is out of the office? | YES | NO |
| 10. Is your team spending time on unbillable administrative tasks rather than focusing on their core duties? | YES | NO |

EFFICIENCY

- | | | |
|--|------------|-----------|
| 11. Does your office work with too many vendors in similar industries? | YES | NO |
| 12. Could your office benefit from a dedicated staff member to deal exclusively with equipment vendors, leases, and contracts? | YES | NO |

So, how do things look? Are you seeing a scary number of yesses up there? If so, it's probably time to reevaluate your system. A managed office services (MOS) package can cover your print operations, backup staff, equipment and supplies management, records management, and cost recovery system—all at a net savings over your current costs.



Visit us at www.teamavalon.com to find out how managed office services can save you thousands of dollars each month.