

Managed Print Services Business Case Template

Justifying Managed Print Services for Your Organisation

Executive Summary

Organisation:

Prepared by:

Date:

Business Objective

Reduce operating costs

Reduce IT workload

Improve document security

Replace ageing printer fleet

Support hybrid working

Improve sustainability

Standardise print environment

Other:

Current Print Environment

Current Situation

Number of employees

Number of locations

Total printers/MFPs

Printer brands in use

Average monthly print volume

Annual printing expenditure

Number of print suppliers

Annual IT support hours

Existing print contracts expire

Current Challenges

- | | |
|---|--------------------------|
| High printing costs | Too many printers |
| Frequent breakdowns | Toner shortages |
| Multiple suppliers | High IT support workload |
| Confidential documents left on printers | No print reporting |
| Poor user experience | Ageing equipment |
| Sustainability targets not being met | Other |
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Estimated Annual Printing Costs	<i>Annual Cost</i>
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Printer leasing/purchase

Consumables (toner/ink)

Paper

Maintenance & servicing

IT support time

Emergency repairs

Energy consumption

Other

Total Annual Cost

\$

Recommended Managed Print Services Solution

Proposed Improvements

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|--------------------------|-------------------------------|
| Fleet Optimisation | Device consolidation |
| Secure print release | Automated toner replenishment |
| Proactive maintenance | Print reporting & analytics |
| Managed service support | Print policies and rules |
| Follow-me printing | Cloud print management |
| Sustainability reporting | |
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Estimated Benefits

Estimated Annual Cost

Reduced hardware costs

Lower consumable costs

Reduced IT labour

Improved productivity

Reduced print waste

Reduced security risk

Total Estimated Annual Savings

\$

ROI Summary

Current Annual Cost	Estimated Annual Cost After MPS
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Estimated Annual Savings	Estimated Percentage Reduction
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Estimated Payback Period

Less than 12 months	12 - 24 months	More than 24 months
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Strategic Benefits

Beyond cost savings, implementing Managed Print Services is expected to deliver:

Stronger document security	Improved compliance
Better employee experience	Less downtime
Simplified procurement	Reduced environmental impact
Better visibility through reporting	Improved business continuity

Risks of Maintaining the Current Environment

<i>Risk</i>	<i>Potential Business Impact</i>
Ageing printer fleet	Increased downtime
Multiple suppliers	Higher administration costs

No secure print

Information security risk

Reactive maintenance

Unexpected repair costs

Limited reporting

Poor cost visibility

Manual toner ordering

Lost productivity

Recommendation

Based on the estimated financial savings, operational improvements and reduced business risk, implementing a Managed Print Services solution is recommended.

Recommended Next Step

Conduct a print assessment

Fleet optimisation review

Security assessment

Executive presentation

Detailed ROI analysis

Approval

Prepared by

Approved by

Date

SHARP

Sharp Corporation of New Zealand Ltd.

Helping New Zealand organisations reduce printing costs, strengthen security and simplify workplace technology through Managed Print Services.

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