

NZ Managed Print Services

Cost Model & Business Case Template

Prepared by:

Organisation:

Date:

Executive Summary

Current Print Environment

Value

Number of employees

Number of sites

Number of printers/MFPs

Monthly print volume (B&W)

Monthly print volume (Colour)

Annual print volume

Current Annual Print Costs

Complete each field with your estimated annual costs

Annual Cost (NZD)

Printer lease or purchase costs

Toner and consumables

Paper

Repairs and maintenance

Service contracts

Electricity

Print management software

Internal IT labour

Outsourced IT support

Device replacement fund

Other print costs

Total Annual Print Cost

\$

Total Cost of Ownership (TCO)

Formula: Total Annual Print Cost ÷ Annual Print Volume *Result*

Total annual print cost

Annual print volume

Current cost per page

Fleet Assessment

Tick the statements that apply

Yes

No

Devices are over five years old

Different printer brands across the business

Toner is manually ordered

Users regularly report printer faults

IT manages printer issues internally

Print volumes are unknown

Secure print release isn't used

Print devices aren't regularly updated

IT Support Costs

Estimate the amount of time your IT team spends supporting printers

Hours Per Month

Installing printers

Driver updates

Printer faults

User support

Firmware updates

Consumable management

Vendor liaison

Other

Hourly IT Labour Cost

\$

Total Monthly IT Cost

\$

Hours x Hourly Rate

Annual IT Print Support Cost

\$

Monthly Cost x 12

Hidden Operational Costs

Estimate any costs not normally included in budgets

Cost

Annual Estimate

Lost productivity

Printer downtime

Emergency repairs

Outsourced printing

Security incidents

Compliance risks

Energy waste

Unused devices

Managed Print Services Estimate

Complete after receiving a proposal

<i>Category</i>	<i>Current</i>	<i>Proposed MPS</i>
Annual cost		
Cost per page		
Number of devices		
Annual IT hours		
Service calls		
Consumables included		
Software included		
Monitoring included		
Security management		

Estimated Savings

<i>Saving Category</i>	<i>Annual Saving (NZD)</i>
Hardware	
Consumables	
Service Costs	
IT labour	

Energy

Reduced downtime

Fleet Optimisation

Other

Total Estimated Annual Savings

\$

Return on Investment (ROI)

Annual Savings

\$

Annual MPS Investment

\$

ROI Formula

$((\text{Annual Savings} - \text{Annual Investment}) \div \text{Annual Investment}) \times 100$

Estimated ROI

%

Risk Reduction Assessment

Rate your current print environment

High

Medium

Low

Data security

Device reliability

Compliance

	High	Medium	Low
Business continuity			
Fleet visibility			
Consumables availability			

Sustainability Benefits

Estimate improvements

Metric	Current	Future
Annual paper usage		
Number of devices		
Energy consumption		
Toner waste		
Recycling programme		

Business Case Summary

Current Challenges

High printing costs	Aging devices	Poor visibility
High IT workload	Security concerns	Unpredictable servicing
Inefficient fleet	Excessive downtime	

Expected Outcomes

Lower operating costs	Predictable expenditure	Improved print security
Reduced IT workload	Auto-consumables	Better reporting
Improved experience	Greater sustainability	

Recommendation

Based on the information provided, a Managed Print Services solution has the potential to:

- Reduce total print costs
- Improve visibility across the print environment
- Lower the cost per page
- Minimise unplanned downtime
- Reduce IT support requirements
- Improve print security and compliance
- Create predictable operational expenditure
- Deliver measurable long-term business value

Executive Approval

Role

Name

Signature

Date

Project Sponsor

IT Manager

Finance Manager

Executive Sponsor

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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