



4 small steps to a healthier business



Want to take the pain and cost out of printing?

Want to truly get your document filing sorted, once and for all?

Want to get colour into your documents without costs spiralling out of control?

Want to cut down on wastage and inefficiency?

Whatever the challenge, we follow 4 simple steps for guaranteed healthier results!

Step one: health check

Get a handle on costs, wastage, stress, device duplication and inefficiency when it comes to document creation, document capture, management and distribution. How much is your company spending on scanning, copying, faxing, printing and all other elements that make up the modern-day "paper chase"?

Step two: diet

Identify simple and effective changes and solutions that can bring quick results and quick wins for the business to help build a feel-good factor for positive change and a healthier business.

Step 3: exercise

Start applying the changes in digestible, bite-size chunks or sensible work outs so that results can be continuously measured and projects taken in stages. Once one change or exercise has had a positive effect on your business and bottom line, move onto the next stage. Follow a Canotec healthier office business plan and your business will start showing the improvements in no time at all.

Step four: results!

Reviewing and reporting on the impact of the positive changes, we look at the diet identified in the initial health check and measure the financial and business efficiency impact so you can see for yourself the positive results you have achieved. To keep you on a healthier regime for good, reporting can come in to you on a quarterly basis so you don't let slip all that good work! You are now looking and feeling fitter, leaner and healthier for working with Canotec. It is a whole new you!

We then look at specific solutions that are suitable for your business today and your plans for tomorrow

No matter what the challenge... A new digital multifunctional that can deal with everyone's needs? A complete print strategy for your new offices or headquarters? A simple scanning and archive system to sort out your paper files, once and for all, or a full-blown document management system with workflow to make sure that information is passed and acted on appropriately? Canotec is uniquely qualified to help businesses and enterprises of all shapes and sizes get the job done, on time, on budget and with the desired results!

More importantly with today's pressures, our team and our approach can get results fast, be that in reducing document printing costs, tightening down accountability and access of colour printing, improving document efficiency, simplifying document capture and document distribution or just making it easier to put your finger on that important file, quickly and securely. Whatever is driving the need for improvement in your business in 2008 our approach is simple but effective.

The branding of Small Steps you may recognise, but the approach we take and areas we can help arguably has a greater and wider business benefit for you.

Step one

Starts with understanding your business, a simple survey or health check on how you currently work, create, share, manage and output documents and information whilst identifying areas of concern for you. This could be gathered from you in a meeting if you have already done some basic analysis, alternatively we can find that information for you through our 'health check' team and their audit lab!

Step two

We then look at specific solutions that are suitable for your business today and cover your plans for tomorrow. We start with simple changes that you need to make and ones that can help you achieve instant results (your very own office diet if you like).

Step three

Working with you on your agreed plan, we help you take positive strides forward with the appropriate solutions and measure their impact. You needn't do it all at once. The key to many of our success stories is that you can take it in stages (exercises) as you get stronger, fitter and more confident with our work and approach or as the business moves to the next priority or identified need.

Step four

We review the performance and the delivery of business benefits thoroughly and measure their financial and business efficiency impact. As well as cost savings there may also be measurable environmental, security, compliance, and productivity gains. We look at the reporting and advice and tune our work with your staff to get more out of the technology, further enhancing the performance of your solution, the return on your investment and consequently the improvement to your business!

In all, a measured approach to delivering a healthier business.