



**CUT COSTS.
SAVE TIME.
GAIN CONTROL.**

Free Print Cost Analysis

Get a clear, personalized breakdown of your current print environment — and see exactly how much you could save with Century Business Products' Managed Print Services.

WHAT ARE THE BENEFITS OF A FREE COST ANALYSIS?

Most businesses underestimate how much they spend on printing each year. Between supplies, maintenance, lost productivity, and underutilized devices, the costs add up quickly – often without anyone realizing it. With most companies, we've helped save hundreds of thousands of dollars per month with a cost analysis.

1. Fill out the form to the best of your knowledge.
2. Download your form for your own records and submit it.
3. Century creates a free, unique plan to help you cut down on costs.

**Based on these steps,
we can find hidden costs like:**



TONER AND INK REPLENISHMENT



FREQUENT OR UNEXPECTED MAINTENANCE



EQUIPMENT DOWNTIME AND LOST PRODUCTIVITY



TOO MANY OR POORLY PLACED DEVICES



INEFFICIENT OR OUTDATED WORKFLOWS

FIRST, YOUR COMPANY INFORMATION

Name: _____

Phone Number: _____

Company Name: _____

Email: _____

Company Size: _____

City/State: _____

Industry: _____

SECTION 1: DEVICES (PRINTERS, COPIERS, MULTIFUNCTION DEVICES)

DEVICE MAKE/MODEL:	B/W OR COLOR:	DEVICE ACQUISITION:	YEAR PURCHASED:	CONDITION:
		<input type="checkbox"/> Leased Cost per Month: _____ End Date of Lease: _____ <input type="checkbox"/> Owned Total Cost: _____		<input type="checkbox"/> Good (Reliable) <input type="checkbox"/> Fair (Signs of Wear) <input type="checkbox"/> Poor (Slow/Breaks Down)
PAPER DRAWER SIZE (250 OR 500):		HOW MANY TIMES A WEEK DO YOU ADD PAPER? (0-10+)	HOW OFTEN DO YOU CHANGE TONER/INK PER MONTH? (0-10+)	MONTHLY SUPPLY COSTS FOR TONER, INK, & PAPER?
			<input type="checkbox"/> B/W Toner: _____ <input type="checkbox"/> Color Toner: _____ <input type="checkbox"/> B/W Ink: _____ <input type="checkbox"/> Color Ink: _____	<input type="checkbox"/> Toner: _____ <input type="checkbox"/> Ink: _____ <input type="checkbox"/> Paper: _____

DEVICE MAKE/MODEL:	B/W OR COLOR:	DEVICE ACQUISITION:	YEAR PURCHASED:	CONDITION:
		<input type="checkbox"/> Leased Cost per Month: _____ End Date of Lease: _____ <input type="checkbox"/> Owned Total Cost: _____		<input type="checkbox"/> Good (Reliable) <input type="checkbox"/> Fair (Signs of Wear) <input type="checkbox"/> Poor (Slow/Breaks Down)
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SECTION 2: SUPPLIES

ORDERING & TRACKING:

Does your company order printing supplies in bulk? Yes No

If so, how often are supplies ordered? _____

Does your company use automated print supply fulfillment? Yes No

If so, how often are supplies fulfilled? _____

Do you inventory or track print supplies in the company? Yes No

If so, how many hours a week are dedicated to it? _____

SERVICE/MAINTENANCE:

How many times a month do you call for service or repairs? _____

How long is your device down when waiting on service? _____

Is the downtime/maintenance scheduled, or is it just whenever it's needed (or both)? _____

Does your company have monthly service agreements? Yes No

If so, how much does it cost per month? _____

If you do not have a monthly service agreement, what does it cost to service the device per call?

SECTION 3:

SOFTWARE & WORKFLOWS

Are you currently under contract for managed print services? Yes No

If so, how much does it cost? (Annual or monthly) _____

Do you utilize security and user authorization print release for sensitive documents? Yes No

Is this a service you are interested in? Yes No

Are you interested in workflow automation when scanning from your devices? Yes No

SECTION 4:

HIDDEN & INDIRECT COSTS

How often do staff members troubleshoot jams, reprint documents, or wait on slow devices per week? _____

Have you missed deadlines or seen projects slow down due to devices being down? Yes No

Are your printers/copiers password protected or monitored? Yes No

Any concerns about sensitive information being left on devices or printed in error? Yes No

Do employees frequently print single-sided, unnecessary duplicates, or forget documents at the printer? Yes No

NOTES:

Is there anything about your office or print set up you want to tell us?

YOU'VE PROVIDED THE DETAILS, NOW LET US DO THE WORK.

HERE'S WHAT HAPPENS AFTER YOU SUBMIT YOUR INFORMATION:

1. REVIEW & CONFIRMATION

Submit your information and a CBP Solutions Analyst will review your responses and confirm any missing details.

2. COST ANALYSIS CREATION

We'll evaluate your current environment, compare it against industry benchmarks, and build a personalized cost analysis.

3. RESULTS & RECOMMENDATIONS

You'll receive a clear, easy-to-read report that outlines:

- Your current print costs
- Potential savings opportunities
- Workflow or equipment recommendations

4. YOUR DECISION

There's no obligation. You choose whether to move forward with CBP's Managed Print Services – or simply use the insights to better understand your current costs.

SUBMIT DOCUMENT

When it comes to controlling costs, experience and reliability matter. For more than 40 years, Century Business Products has helped organizations across the Midwest gain insight into their print environments, reduce waste, and save money – all while keeping workflows running smoothly.



TRUSTED RESULTS

A history of helping small businesses reduce risk and gain peace of mind.



LOCAL COMMITMENT

Dedicated technicians and support teams right here in your region.



PROVEN EXPERTISE

Deep knowledge in both document solutions and IT security.



POWERING BUSINESS TECHNOLOGY

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