



Step-by-step approach and committed partnership

Our e-Consulting approach is a committed step-by-step partnership. At the beginning of each step, we define and agree on the scope of the project step with you, the targets of this step and what will be offered to you at the end of this particular step.

This structured approach offers you the flexibility to decide when and up to which step our partnership should go.

The step-by-step e-Consulting approach includes:

- Project definition (scope, target, project team, etc.)
- Current situation assessment
- Opportunities identification
- Individual recommendations
- Solution proposal based on the discussed and agreed recommendations
- Agreed solution implementation including
 - Equipment reorganisation
 - New equipment installation
 - New software solutions implementation
 - User training
- Follow-up of the implemented solution with results control
- Regular consulting including new recommendations

**Do not miss this chance. Contact our e-Consultants.
You have nothing to lose, but the chance to save costs.**

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Brochure



Professional Services

- Find opportunities to reduce your printing costs.
- Take advantage of our e-Consultants' expertise and experience.
- Stay in control thanks to our step-by-step approach.
- Increase the security and confidentiality of your company's data.
- Your interests, our expertise - your success!





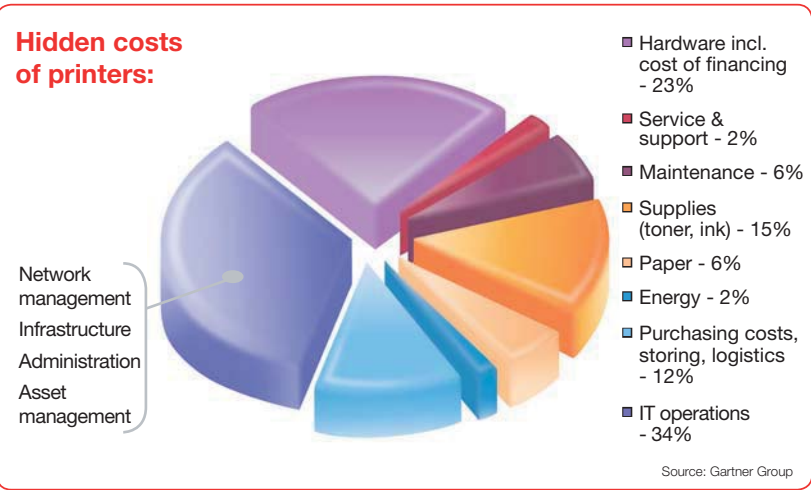
Toshiba helps you reduce costs

Our expertise saves your money! Don't miss this fantastic opportunity.

Documents are the heart of any business as they allow companies to communicate and sell ideas, concepts and products. With the development of information technologies, the document production itself has experienced a huge increase in the last years and all market studies show that this trend will continue.

Directly linked to this increase of document production, companies are also facing a large increase of their documents management related costs, irrespective of the size of the company or the number of printing devices used to produce these documents.

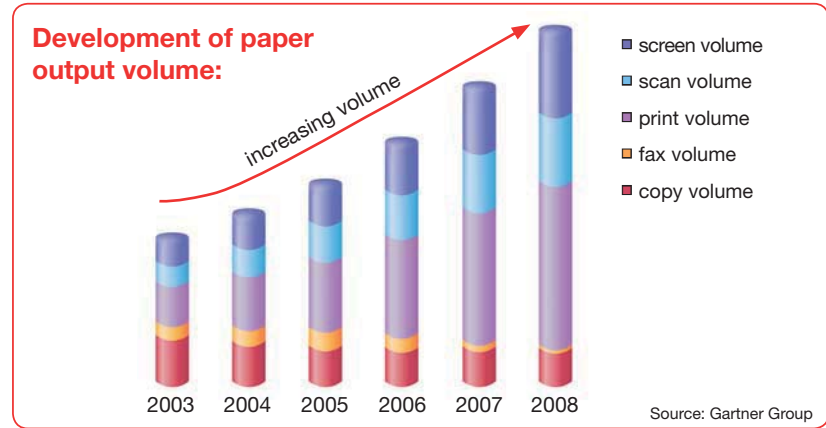
When looking at the details of the document management costs, analysis show that the acquisition



costs of printing devices are only representing the tip of the iceberg. Documents production and management include various other costs that many companies are not even aware of: administration costs (e.g. supplies ordering management), operating costs (e.g. device issues fixing, IT support) and

accounting costs (e.g. internal/external refunding).

Tracking all these costs related to the production and handling of documents becomes a real challenge when the number of printing devices, the location of these devices, the volume they produce is information which is not or only partly available. For various reasons (historic, lack of time or no responsible person appointed), many companies have overlooked this information and they are now facing a lack of transparency on their real document handling costs.



With today's business challenges every opportunity to save costs needs to be considered. With our e-Consulting approach, Toshiba offers you the chance to streamline your organisation and save costs in your daily activities.

e-Consulting

How can you change this situation?

The way to obtain a precise picture of your current document management costs is to realise an overall assessment of your current situation:

- Determine how many MFPs and local printers are installed in your company
- Evaluate the volume produced on each of these devices

- Calculate the exact total cost per page for each device including the direct and indirect costs

We are aware that such assessment requires a large amount of effort and energy, that this takes time and that in the current business environment your priority is to focus on your core competences.

This is where our e-Consulting approach represents an opportunity for you.

With our e-Consulting approach, we put our experience and professionalism at your disposal in order to support you to analyse and streamline your document workflows.



What can you expect from us?

A thorough assessment of your current situation

Our team of well trained consultants carries out a survey of your current situation.

This survey includes:

- Interviews with some representative users in order to get an indepth overview of the ways the documents are being produced and handled in your company, the ways the printing devices are being used and the costs related to all this.
- Evaluation of each device's production volume by using our software tools to determine their accurate production.
- Collecting and analysing information about all costs in order to provide you with an accurate estimation of the total cost involved in the handling of documents in your company.

Defining cost saving opportunities

Based on our experience and on the results of the assessment, our e-Consultants will identify the various opportunities for you to save costs and to improve your current document workflows.

Individual recommendations

Compiling the results of the analysis and the cost saving opportunities, our e-Consultants will develop individual recommendations aimed at reaching the agreed targets with minimum impact on your current organisation.

These recommendations for improving your document workflows cover all details and aspects that will allow your company to realise the announced savings – such as:

- workflows changes or adjustments
- current equipment repositioning
- current equipment replacement
- new equipment acquisition
- software solutions
- supplies ordering workflows streamlining
- users training recommendations

Professional reports

All results of the assessment as well as the recommendations will be presented to you with professional reports including graphical presentations and floor plans.