

# Xerox® Workflow Study Services

Uncover the potential of a high powered workflow.

More than ever, workflow in a production printing environment has become critical to the success of your business. An inefficient or broken workflow is a drain on your profits, and can lead to both customer and employee dissatisfaction.

For better or worse, most workflows evolve over time and your current workflow may not be the best for your business.

## WHY ACCESS YOUR WORKFLOW

Implementing a performance driven workflow can help you to increase profits, gain efficiencies and deliver projects faster.

Consider having an assessment performed when:

- There is excessive rework due to errors.
- Customer proofing cycles are not recorded or billed.
- Customers are rejecting projects due to color issues.
- Employees do not have Standard Operating Procedures.
- Delivery timeframes are missed.
- Utilization of digital printers is low.
- You are trying to grow your digital business, but not sure what you need to be successful.



## WHAT WILL WE DO

Taking a look at your workflow requires a thorough knowledge of production processes and procedures. Xerox analysts have the experience and skills to recognize workflow challenges and opportunities for improvement, and can provide solid recommendations to optimize your efficiency and productivity.

Xerox analysts will start by assessing your current operation. Through interviews and data gathering, a detailed roadmap of your present workflow will be constructed. This information is then analyzed for areas where improvements can be made.

Each assessment is customized to your specific operation and needs.

Typical areas that are analyzed:

- How projects are received.
- Assess and reduce file format issues.
- Design considerations for digital production.
- Improved print production schedules
- Color and its management.
- Integration of litho and digital operations.
- Fulfillment and mailing services.

You'll receive a detailed report which will contain actionable steps that can be taken to enhance the efficiency of your operation and positively affect your bottom line.

## WORKFLOW ASSESSMENT BENEFITS

- Save operating costs.
- Streamline current workflow.
- Maximize use of existing equipment.
- Improve utilization of employee's time.
- Enhance production turnaround time.

## HOW TO BEGIN

The first step to having a workflow assessment performed at your operation is to talk to your Xerox sales representative and System Analysts. Based on your requirements and needs, they will discuss with you the timeframes, extent of assessment, and fees.

## ADDITIONAL PROFESSIONAL SUPPORT SERVICES

We also provide a full range of professional services and training programs that are designed to help you grow your digital business.

Technical integration of a digital workflows, site preparation, network application design, solution development, and testing are just a few of the professional services we offer.

If can start today by contacting your Xerox sales representative, your Systems Analyst or call us at **1-800-ASK-XEROX** for additional information.