

Managed Workflow Services.

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Imagine the ease of automated processes.

Empower your people to work smarter by making information accessible when and where it's needed.

Design leaner, more efficient ways of managing physical documents. Lay the groundwork for bringing those processes to life with a mix of leading technology solutions. Ricoh can help you transform a wide range of processes through automation and digitisation, so you can support information mobility driving greater speed, accuracy and efficiency and supporting more effective collaboration.

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From contacts, claims and correspondence to reports, orders, invoices and service tickets, documents and files are at the heart of so many business processes.

But in the new world of work – which demands anytime, anywhere access to information – your legacy processes for managing, routing and approving paper documents and electronic content can be time consuming and inefficient. They can drive up costs and introduce issues with audit and compliance. Perhaps most important, they may be preventing your people from accessing the information they need to do their jobs quickly, accurately and efficiently.

How many of your business processes are not working as well as they should? How confident are you in your current approach to addressing compliance and audit requirements – including managing document retention schedules? And how much time do you think your workers are wasting due to delays in receiving information or other process inefficiencies?

Manage Documents. Transform Processes.

Ricoh's Managed Workflow Services for Business can help you transform a wide range of processes. So you can support information mobility – driving greater speed, accuracy and efficiency and supporting more effective collaboration.

Identify unnecessary costs in current processes

Our consultants can help you determine where you can reduce or eliminate paper from your business processes. We'll seek opportunities to improve and automate processes, which can help drive speed and efficiency. And we'll help you reduce the costs of document storage, faxing, shipping and reprinting including associated labour.

Take control of your documents

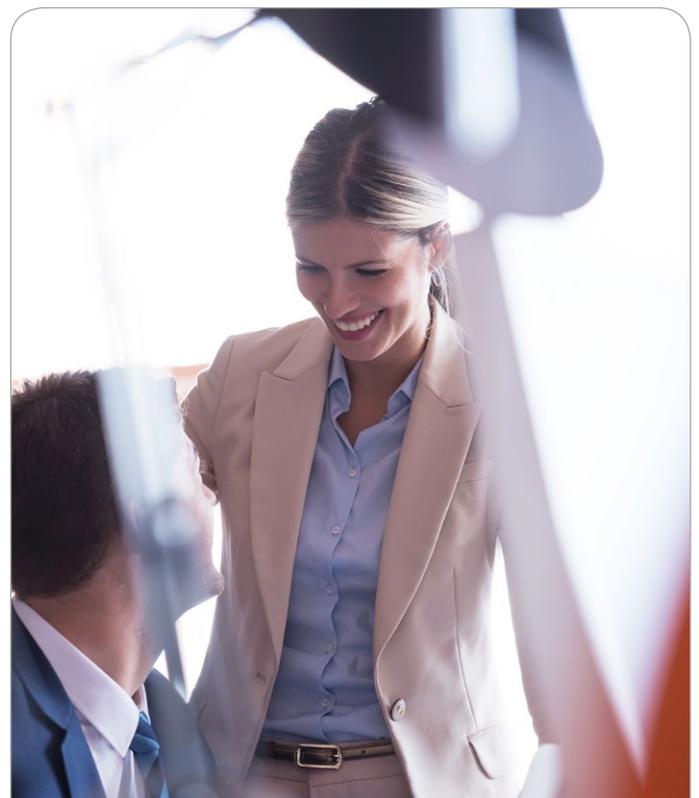
Ricoh can help you take control of the documents and files that support your processes – but may be holding you back from true information mobility. We show you how to reduce or eliminate the risk and costs associated with misplacing or losing physical documents.

We highlight ways to incorporate controls into processes – potentially easing the burden of compliance and audits. And we make recommendations for automating management of records retention for both physical documents and electronic content.

Deliver information on demand

Ricoh can help your business succeed in a new world of work, where change is a constant and information must always be accessible. We can identify and help you eliminate bottlenecks and processing delays, which can slow decision making and responsiveness to customers. We can show you how to scan documents, capture content and bring them into efficient workflows.

Find out how to embrace information mobility by enabling knowledge workers to review, approve and distribute documents and other business content from anywhere.



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**A smarter
workflow process
begins here.**

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