



IN-PLANT PRINTING AND MAILING ASSOCIATION

INSIDEDGE

A Newsletter for In-House Printing and Mailing Professionals

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In-Plants Share Strategies for Saving Money & Cutting Costs



We are saving money by changing from a lease-based copier contract to a cost-per-copy contract. To build revenue, we are soliciting work from other institutions in our system. We are also considering a move into photo books, etc

To cut cost, we have reduced by half our on-hand inventory; reduced overtime, did not fill open vacancies and reduced deliveries per week from 5 to 3. To build revenue, we are bidding on printing from local municipals.

We lost a staff member, keep very little paper inventory on-site, purchase on an as-needed basis, strive for no overtime and limited extra duty. Basically trying to do more with less -- less staff, less time, less supplies! We have also upgraded our expiring leases with equipment that provides more functionality with less cost and are thinking of marketing this equipment to others in our area.

We plan to meet with supervisors explaining that next year's raises will be generated by cost-cutting measures and ask for their suggestions. When our digital equipment lease ends this March, we anticipate reducing costs by examining our copy count history and fitting our equipment closer to our needs.

Additionally, we purchased an electric car this year; it should result in a savings on mileage reimbursement next year and for years to come. Up front cost was around \$12,000. In 3 or 4 years we will make our money back. Sometimes you have to spend money to save money. Impressions are important, so we will spend the same amount on marketing and taking customers to lunch.

We reduced our staff by one position and are more aggressive in our bidding for outsourced work. We changed some of our service providers and paper suppliers, as well as eliminating our afternoon delivery service. We sold our van and now share a vehicle with another department on campus. We cut 2 student helpers, eliminated our professional development budget and stepped up our efforts to bring in more work from the outside. We eliminated our overtime and now we simply say "no" to certain deadlines.

Due to the district's shortfall, we lost two press operators and one customer service rep. For years we have printed a series of journals designed for students in math, chemistry, science, etc plus related materials at no charge. Printing these items took up one press operator and one half bindery operator (we have 26,000 students). Starting in 10 days we will be charging for them. As the schools are seeing cuts to their budgets, we will undoubtedly see a major drop in requests. A staple over the years has been a service called While-You-Wait (maximum 600 copies). We will no longer be able to offer that service which last year accounted for one-and-a-half million copies. The light at the end of the tunnel is the possibility that because we are the best equipped print shop in this part of the state, a smaller shop may merge with ours, increasing our customer base by 29 additional school districts.

We've made cutbacks and a change in production methods. **Mailing:** We let go one person who worked 10-months a year. It's possible we will stop providing both morning and afternoon interoffice mail service throughout our building. **Printing:** We reduced one artist, one bindery person, and one large press operator. The large press operator ran a 4-color GTO which has been replaced with a Xerox 8000AP digital device, which can be operated by our existing copier staff. The savings resulting in the lowered wages and operating costs of the large press have more than paid for the cost of the digital device.

Build revenue: Informational pieces have been sent to our customers on how to save money on their printing/copying needs, hoping to build revenue and save the organization money. We are also taking a closer look at some of the larger jobs normally sent out. If we have the ability to meet the deadline and can cover the cost of materials while meeting the outside price, we are keeping these jobs in-house.

Cut costs: Our division has eliminated a non-crucial position in our department, effective January 2010. Also, even though this is a basic work practice, staff has been instructed to make sure wasteful use of materials does not occur and that no more than 10% stock overages should be used on all print jobs.
