

Smart Forms Solution

Cost Analysis

Start with the number of forms your business goes through—both issued and thrown away unused—in a year, and the enormity of the cost savings you can realize with our Forms Solution becomes clear.

- Forms represent about 83% of all business documents. The typical global enterprise uses 400 complex business forms on average—any of which are suitable for process improvement.¹
- 15% to 33% of pre-printed material is either thrown away due to processing errors or simply because it's out of date. E-forms can be amended or updated virtually on the fly.¹
- One single-page, pre-printed 8.5" x 11" form (black & white) costs about \$0.017, compared to \$0.006 for an e-form printed on a sheet of cut paper—a \$0.011 per-page advantage.¹
- With multi-part forms the cost advantage is even greater for e-forms, since blank pre-printed, multi-part forms usually range from \$0.06 to \$1.25 apiece.¹
- The average processing costs for an electronic invoice is \$0.36, compared with \$1.26 for a paper invoice—a cost advantage for e-forms of \$0.90 per form.²
- The typical costs for processing a pre-printed multi-part form² are:

Distribution	\$0.05–0.15
Pre-processing	0.08–0.25
Error correction	0.20–0.50
Data entry	0.15–0.30
Storage or scanning	0.12–0.30
TOTAL	\$0.60–1.60
- Total fully-burdened cost² of:

Filing a paper document	\$20.
Finding a misfiled document	\$120.
Reproducing a lost document	\$220.

- Additional reasons to consider e-forms:²
 - 3% of filed paper documents are filed incorrectly
 - 7.5% of paper documents will be lost by the time they need to be retrieved
 - 90% of all the time spent dealing with paper documents involves merely handling or shuffling them as opposed to actually working with them
- Here is an example of the potential savings accrued by using the integrated e-forms solution from OKI Printing Solution rather than pre-printed forms and dot matrix printers:

"COMPANY" SCENARIO

- 100 locations; 2 printers each location
- Each location prints 130 2-part forms per day @ 5% coverage

ASSUMPTIONS

- 20% of pre-printed forms are wasted; no waste with electronic forms
- Processing the average form is reduced from \$1.26 for a pre-printed form to \$.36 for an electronic form
- Costs based on 3 years, include purchase of equipment

CONCLUSION

Based on the above, this company could spend up to \$10 million³ over 3 years using standard multi-part forms—while the integrated e-forms solution could cost only \$7 million, a \$3 million savings!

To learn how this integrated e-forms solution can streamline your company's document management processes and reduce costs, contact your OKI Printing Solutions representative or visit our Website at www.okiprintingsolutions.com/us

Description	Part Numbers
Includes Printer with Compact Flash installed and PlanetPress® Suite 5 Software License (with 1-Year PlanetPress Care):	
B6300n Smart Form Solution	91632404
B6300dn Smart Form Solution with duplexer (2-sided printing)	91632406
PlanetPress® Suite 5	
PlanetPress WATCH – allows you to automate the processing, distribution and printing of content documents; includes 1 year of PlanetPress Care	72007501
PlanetPress Search – a plug-in to Adobe® Acrobat and Acrobat Reader, this query tool turns a PDF repository into a warehouse of accessible data; includes 1 year of PlanetPress Care	72007503
PlanetPress Image – enables PDF, TIFF, JPEG and optional AutoStore-compliant image generation to automatically email or archive your transactional and promotional documents; includes 1 year of PlanetPress Care	72007502
PlanetPress Fax – enables direct output to a fax modem or to a fax server from host computer with no human intervention; includes 1 year of PlanetPress Care	72007504
PlanetPress Design Tool – allows you to create your own forms; includes 1 year of PlanetPress Care	72007505

For details on B6300 Series Digital Mono Printers and supplies from OKI Printing Solutions (including OKIcare® Extended Service Programs)⁴, please visit our Website: www.okiprintingsolutions.com/us

Or call: 1.800.OKI.DATA (800.654.3282).⁴

¹ SOURCE: CAP Ventures
² SOURCE: PriceWaterhouseCoopers (PWC)
³ Assumes conservative average handling cost of \$0.61 vs. \$1.26
⁴ Available in the U.S. and Canada only.
 Specifications are subject to change without notice.
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Smart Forms Solution



The smart combination for quality and savings

Integrated Solution for Automating Business Forms: B6300n Digital Mono Printer and PlanetPress® Suite 5 Software





PlanetPress® Suite 5 and the fast, powerful B6300n Digital Mono printer —the perfect pairing for automating business forms

- Integrated printer-software solution – makes it easy to implement electronic forms
- Open architecture provides smooth transition during printer refresh and roll-out – works with any PostScript® printer, avoids high cost of other manufacturers' unique DIMMs
- Standard, installed compact flash memory – enables a limitless number of different forms
- Printer or server based configurations – for optimal performance in your environment
- Automated forms distribution tool – makes it easy for headquarters to update forms to all printers, regardless of location
- Performance of B6300n from OKI Printing Solutions – print speed up to 35 pages per minute, first page in less than 9 seconds¹, 1200 x 1200 dpi – quickly produces each form as a high-quality original document
- User-friendly forms development tool – provides drag-and-drop data mapping, object-oriented charts and graphs; makes it easy for headquarters to create intelligent forms
- Suite of optional workflow tools (found in PlanetPress Image, PlanetPress Fax and PlanetPress Search) – provides substantial savings through automated electronic workflows; integrate seamlessly with most Enterprise Document Management systems

OKI Printing Solutions and technology partner Objectif Lune provide a user-friendly, high-quality solution for handling a vast variety of business forms.

It's a competitive marketplace. We know that you need to streamline processes, improve document appearance, and enhance your internal and external communications—all while reducing costs. With this all-in-one solution from OKI Printing Solutions, you can.

The smart forms solution enables you to automate the creation, processing and distribution of business forms commonly used by different departments and areas of your organization. The solution eliminates the cost of pre-printed forms, replacing them instead with more impactful documents of a more professional quality.

Combining feature-rich PlanetPress Suite software from Objectif Lune with the powerful B6300n Digital Monochrome printer from OKI Printing Solutions, this intelligent, flexible solution helps you make the transition from pre-printed forms to individually designed and printed pages, produced on demand.

It also allows you to manage your documents electronically, further optimizing your productivity. The result is a fast, easy-to-use solution that enhances your image while saving money, increasing productivity and reducing cost, page after page after page.

Versatility is key The smart forms solution takes your data, which was formerly confined to a single, rigid document format, and lets you

produce a wide, flexible array of form types. You can meet every business and departmental need—with virtually no change to your current IT infrastructure.

You also get powerful distribution tools: send e-forms directly to a wide variety of input/output devices, including Digital Mono or Color printers from OKI Printing Solutions, located on-site or anywhere on your network.

To even further streamline your paper-handling processes, rather than tearing apart multi-part forms and handling each page, you can simply distribute them where needed, using a variety of output devices: printers, fax, email, Web or archiving system.

An intuitive, easy process With the PlanetPress Suite from Objectif Lune your staff can easily design and manage all forms in-house. Drag-and-drop tools and wizard-driven processes help you create and modify forms as needed, adding elements such as company logos, messaging, and graphics.

A complete solution – a world-class smart forms software suite, certified B6300n printers, and professional expertise from OKI Printing Solutions: simply an easier, faster way to handle paper-intensive processes.

¹ Published performance results based on laboratory testing. Individual results may vary.

The Smart Forms Solution: put it to work in your most demanding applications—and see the benefits immediately

Business Forms

- Invoices, purchase orders, bills of lading
- Other multi-part forms

Enhance your organization's image with high-quality documents. Automatically print Terms & Conditions, instructions or special offers, including variable messages or graphics based upon your customers' unique demographics. No human intervention, no mistakes.

Warehouse

- Picking and packing slips
- Labels

Increase workflow efficiency by replacing inefficient shipping systems with the e-forms solution: simultaneously print your forms on-demand where you need them. Print clear, crisp, industry-standard bar codes from any host data.

Accounting/Finance

- Green bar reports

Print faster; reduce storage requirements; split and distribute reports by departments. Green bar reports are easily printed 2-up and 2-sided on regular cut-sheet paper, and offer logically forced front pages. Easily add graphs and charts to provide a quick financial snapshot.

Healthcare

- Patient admissions forms
- Prescriptions

The solution enables automatic pre-fill of patient forms and prescriptions through the Hospital Information System's data stream, and routing to multiple internal and external output devices.

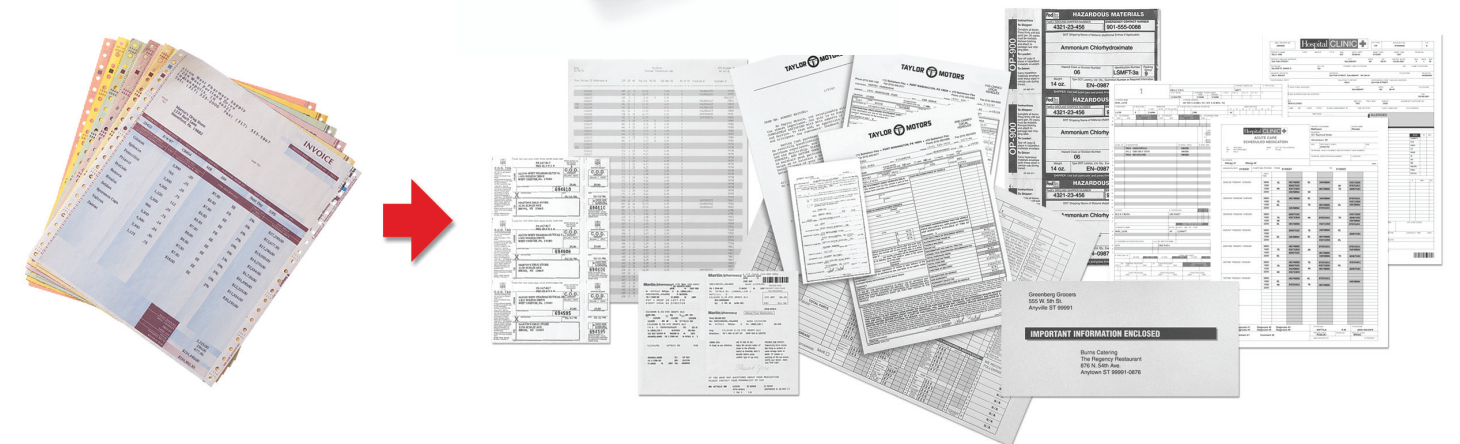
Education

- Report cards
- Student registration forms
- Administration forms
- Lunch menus Permission slips

The solution enables schools to migrate from hard copy pre-printed forms into an electronic format for more efficient processing and distribution.



B6300n Digital Mono printer from OKI Printing Solutions



Why We Partner with Objectif Lune

Objectif Lune first started in the variable data printing industry in 1993 by creating custom turnkey solutions. The company is now a leader in its field with a worldwide presence. PlanetPress Suite is a fifth-generation modular approach for creating, printing and managing the distribution of transactional variable content documents and business forms. It has become a standard in the printing industry.

OKI Printing Solutions is partnering with Objectif Lune to provide our customers the best available, full-featured e-forms solution.

For more information on our smart forms solution, Objectif Lune or PlanetPress, please contact your OKI Printing Solutions representative or visit okiprintingsolutions.com.

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