

Reduce costs: A three-part series



Part 1: Assess current costs and find saving opportunities

To help get the new year off to a strong start, the Office Advisor begins 2010 with a three-part series all about cost savings.



Do you know where the hidden costs are in your office?

The business world is constantly changing and adapting. New opportunities for cost savings arise every day. Don't let them slip away. Our free tip sheet can help you make cost control a routine priority.

> [Download 10 ways to take control of hidden costs](#)



Do you know how much you spend on office printing?

About 90% of businesses don't have visibility of office printing costs. You can't manage what you can't see. A print management strategy is an opportunity for big savings. Download a free white paper from Convergence Consulting and find out why.

> [The importance of a print management strategy](#)



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*** The Trade-In rebate offers are valid for end-user customers who purchase a qualifying Phaser or WorkCentre product from January 1, 2010 until March 31, 2010 with an eligible trade-in product. \$1,200 is the trade-in for the Phaser 7760DX and is valid through March 31, 2010. For complete program information and terms and conditions, go to www.xerox.tradeups.com or call Xerox at 1-800-380-1783.

† Phaser 8560MFP, Editor's Choice, 2009 Color Printer Multifunctional Guide, Better Buys for Business, June 2009. Phaser 3635MFP/X, Exceptional – 5-Star Rating, BERTL, July 2009.

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