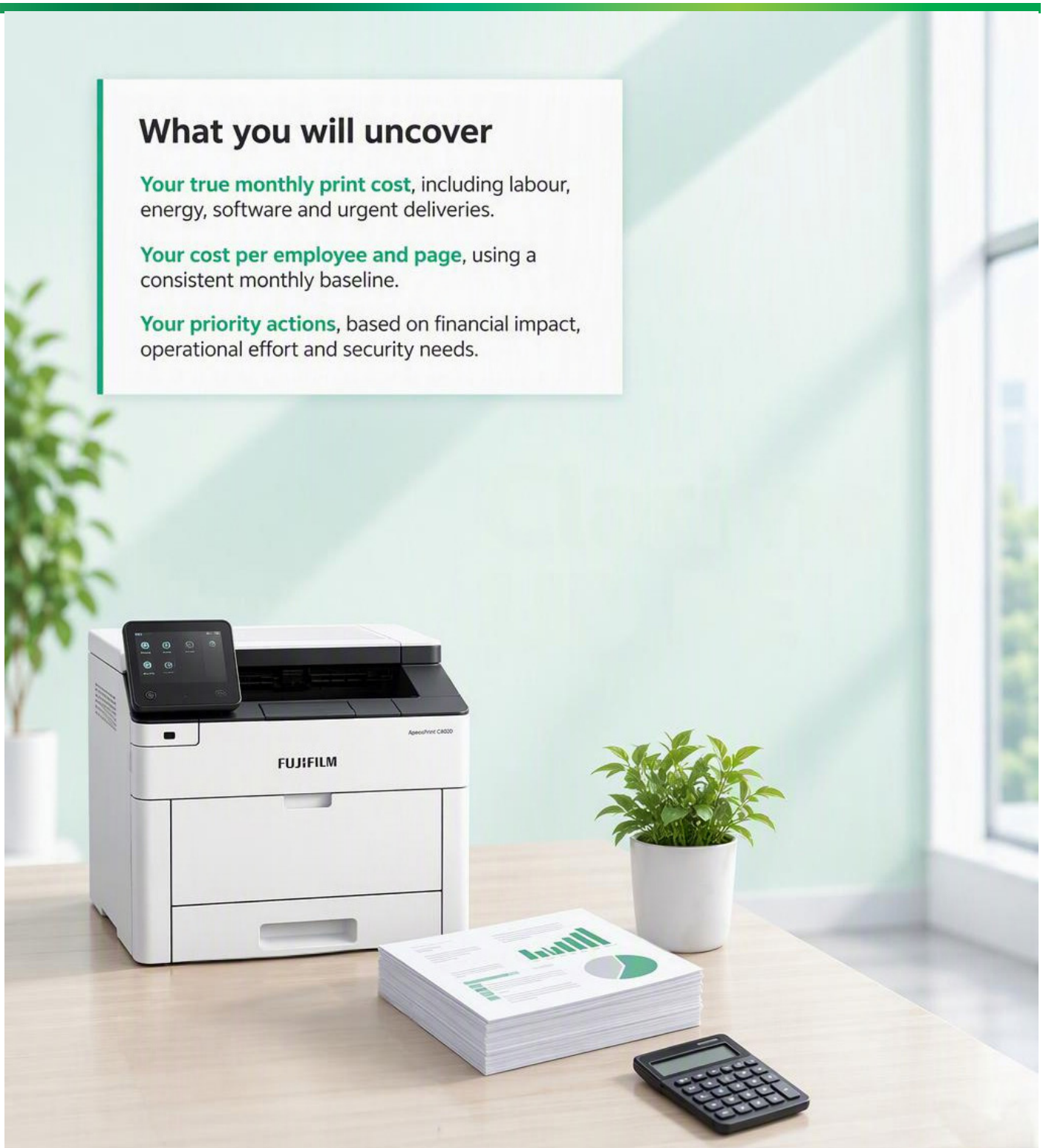
FUJIFILM
Value from Innovation

Hidden Print Cost Audit Workbook

Uncover your real monthly print cost

A practical workbook for Singapore operations, IT and procurement teams. Capture eight cost categories, identify hidden cost drivers and turn your findings into a focused 90-day action plan.



Start with the full cost picture

Disclaimer: This material is provided for general reference and self-assessment purposes only. For a professional assessment tailored to your organisation's requirements, please contact your FUJIFILM Business Innovation sales representative.

1 Lease or rental

Record the monthly contract fee for every device

Evidence: Finance invoices and supplier contracts

2 Toner, ink and maintenance kits

Use actual monthly spend or contracted cost-per-page rates.

Calculation: Mono pages x mono rate + colour pages x colour rate.

3 Paper and media

Capture reams consumed and the local unit price.

Calculation: Pages / sheets per ream x price per ream.

4 Bindery supplies

Include staples, labels, covers and other finishing materials.

Calulation: Purchase orders and supplier invoices.

5 Emergency deliveries

Include surcharges when toner or supplies run out unexpectedly.

Normalise: Annual cost / 12 or quarterly cost / 3.

6 IT support labour

Count helpdesk time spent on printer and multifunction printer issues.

Calculation: Support hours x loaded hourly rate.

7 Administration labour

Include time spent on meter reads, billing and job coordination

Calculation: Administration hours x loaded hourly rate.

8 Energy and software

Add device energy use and print management licence fees.

Energy: PTEC x 52 / 12 x electricity tariff.

One important rule

Do not absorb a one-off cost into one month. Spread it across the months it supports, then compare every category on the same monthly basis.

Key Considerations

Audit profile

Organisation _____

Audit month _____

Employees covered _____

Devices covered _____

Cost Category	Calculation or evidence	Monthly cost	Evidence
Lease / rental	Sum of monthly device fees	S$ _____	☐ Added
Toner, ink and kits	Mono pages x rate + colour pages x rate	S$ _____	☐ Added
Paper and media	Pages / sheets per ream x ream price	S$ _____	☐ Added
Bindery supplies	Normalised monthly amount	S$ _____	☐ Added
Emergency deliveries	Normalised monthly surcharges	S$ _____	☐ Added
IT support labour	Hours x loaded hourly rate	S$ _____	☐ Added
Administration labour	Hours x loaded hourly rate	S$ _____	☐ Added
Energy	TEC x 52 / 12 x electricity tariff	S$ _____	☐ Added
Print management software	Monthly licence fees	S$ _____	☐ Added
Total monthly print cost	Add all monthly costs	S$ _____	☐ Complete

Key Measures

Monthly cost per employee	S$ _____	Total /
Blended cost per page	S$ _____	Total / pages
Estimated abandoned-job cost	S$ _____	Total x waste
Estimated duplex paper saving	S$ _____	Paper cost x
Top cost driver	_____	

Checkpoint: Identify the two or three largest cost categories. These become the starting point for your action plan.

Key Considerations

Select one status for each item. Add an owner and the evidence or follow-up required.

Making an Informed Decision

☐ Duplex is the default across suitable devices	Owner	Yes / Partly
☐ Colour access follows a documented business need	Owner	Yes / Partly
☐ Large jobs route to efficient devices	Owner	Yes / Partly
☐ Uncollected jobs are measured or estimated	Owner	Yes / Partly
☐ Under-used devices are identified	Owner	Yes / Partly
☐ Urgent consumable deliveries are tracked	Owner	Yes / Partly
☐ Power-saving settings are enabled	Owner	Yes / Partly

Print security

☐ Secure print release is active on devices handling personal data	Owner	Yes / Partly
☐ Users authenticate by PIN or access card where required	Owner	Yes / Partly
☐ Uncollected jobs delete after a defined timeout	Owner	Yes / Partly
☐ Print logs are retained and accessible for audit purposes	Owner	Yes / Partly
☐ Staff handling confidential jobs completed data protection awareness	Owner	Yes / Partly

Recoverable waste

Estimate abandoned jobs and single-sided printing using measured data where available. Treat assumptions as a starting point and validate them with live usage data.

Managed print services procurement checklist

Use these questions to compare providers and turn audit findings into clear procurement requirements

Commercial clarity

☐ Costs included in the monthly fee are clearly defined	Owner	☐ Confirmed
☐ Overage triggers and charges are clearly defined	Owner	☐ Confirmed
☐ Savings and service performance measures are agreed	Owner	☐ Confirmed

Service and reporting

☐ Consumables use vendor-managed replenishment or a documented process	Owner	☐ Confirmed
☐ Print-related IT support scope and logging are defined	Owner	☐ Confirmed
☐ Monitoring reports cover the required frequency and offices	Owner	☐ Confirmed
☐ Service levels, escalation paths and downtime measures are defined	Owner	☐ Confirmed

Security and change

☐ Secure release supports required PIN or card authentication	Owner	☐ Confirmed
☐ Contract terms cover new offices and headcount growth	Owner	☐ Confirmed
☐ Contract terms cover device retirement and fleet changes	Owner	☐ Confirmed

Discussion notes

Turn the audit into a 90-day action plan

Priority scoring

Score impact and ease from 1 to 3. Multiply both scores. Address the highest totals first

Cost Category	Impact	Ease	Priority
Enforce duplex defaults	1 2 3	1 2 3	_____
Implement secure print release	1 2 3	1 2 3	_____
Rationalise under-used devices	1 2 3	1 2 3	_____
Deploy print monitoring	1 2 3	1 2 3	_____
Restructure the print contract	1 2 3	1 2 3	_____
Automate consumable replenishment	1 2 3	1 2 3	_____

Cost Category	Impact	Ease	Priority

Management summary

Current monthly print cost: S$ _____

Largest hidden cost: _____

Most urgent security gap: _____

Recommended first action: _____

Review date: _____

Ready to optimise your print environment?

Use the completed audit to support budget reviews, vendor discussions and decisions about managed print services. Contact FUJIFILM Business Innovation Singapore for an assessment tailored to your organisation.

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