

THE Importance of Understanding Print Costs

Calculate your cost-per-print

Calculating your current cost-per-print will provide a snapshot of how much it costs you to print on each device.



Combine the results

By collecting all data related to your print costs, you'll have a baseline understanding of how much your company pays to print on a daily, weekly, monthly, or annual basis.

How do you calculate?

The easiest and most accurate way to determine your cost-per-print is to work with a print provider and install software on your network to track prints, real-time.



Are there other options?

The alternative option is to manually gather the information needed and do the math.



Understand all expenses that affect print costs

You may think these expenses are obvious, but there are a few costs many forget to consider. For a true snapshot of your total print costs, all of the following must be included in your calculation:



Equipment

Cost of acquisition, which may be a purchase price, lease or cost-per-page agreement.



Burden Rates

Time spent for employees to fix equipment, order supplies, schedule maintenance, etc.



Supplies

Ongoing expenses that includes toner, developer, paper and other print media, staples and more.



Service

Monthly service agreements or one-time maintenance charges.



Life Cycle

Device depreciation, plus the availability of new technology.

