



A Case for Document Cost-recovery

Key Features and Benefits

FEATURES

- Charge-back clients for printed, copied, or faxed output
- Track and bill-back client by paper type
- Save tracked data as a CSV file and output into Excel, or other spreadsheet software
- Set up billing codes for print output

BENEFITS

- Increased visibility on a client's output, by paper type
- Reduced overhead by accurately charging-back document output to client
- Reduce unwanted or unnecessary document output

Managing overhead expenses and maximizing revenues are fundamental factors in the success of any legal firm. With the development of “fixed-fee” billing, legal firms must gain a better understanding of their spending profile and how to bill their customers for applicable expenditures. Canon solutions for cost-recovery can help legal firms address this challenge and increase their bottom line.

Cost-recovery

Canon's cost-recovery solution for overhead expenses begins with converting hard copies into digital documents, thus eliminating warehouse and off-site storage costs. Once scanned, documents can be viewed from any workstation, at any time, reducing the costs of searching for, and gathering, hard copies. Those digital documents can then be searched, annotated, and edited, further reducing time and labor. They can also be sent as I-faxes and E-mail attachments, which helps reduce carrier and courier costs. Additionally, Canon solutions can contribute to a reduction in overhead expenses.

Bill-back/Job Accounting

Canon's solutions in cost-recovery for bill-back/job accounting enable legal firms to account for all printed, copied, and faxed output produced for either a client or for internal use. With this informa-

tion, these outputs may now be charged-back to the client, reducing the overhead costs that would have been incurred. For even greater accountability, a system of billing codes may be applied to the printed documents of a client's case. Paper type may also be tracked, whether it's plain paper, transparencies, colored paper, or labels, reducing the overhead charges for mixed-paper output. With Canon's cost-recovery solutions, a legal firm can consolidate and issue reports of exact usage for each client's case to recover overhead costs and increase billing accuracy.

In addition, internal output can be tracked as well as restricted, eliminating any unnecessary or unwanted document output. By restricting output, a legal firm's employees become accountable for documents that they output, reinforcing the need to output only those documents that are necessary.