

**DO YOU KNOW WHAT SOLUTION IS RIGHT FOR YOUR BUSINESS?  
COMPLETE THIS BRIEF SURVEY – WE WILL DO THE REST!  
AS OUR THANK YOU FOR YOUR TIME – WE WILL SEND YOU  
COMPLIMENTARY \$10 STARBUCKS E-CARD! \***

<b>PROTECT</b> YOUR DATA AND YOUR BUSINESS - <i>SOLUTIONS SURVEY</i> Company Name: _____ Contact Name: _____ Contact Phone/Email: _____
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**Document Storage & Retrieval**

- Are any physical document files being stored offsite at: (check all that apply)?  
 Another Company Location  Third Party: \_\_\_\_\_
- How do you currently organize and store your electronic files? (check all that apply)  
 Workstation Folders  Network Share Drive  Email/Outlook Folders  
 Document Management System  Other Business Application:
- How would you rate the security of your current document filing systems? (5 being most secure)  
Physical Paper Files: 5 4 3 2 1 Electronic Files: 5 4 3 2 1
- How much time per day would you attribute to searching for various types of documents? (list in minutes)
- Physical Paper Files: \_\_\_min. Scanned Documents: \_\_\_min. Other Electronic Files: \_\_\_min.
- Are there specific business documents that would benefit from:
  - a. An efficient electronic search & retrieval method via any workstation or mobile device? Yes No
  - b. An automated document workflow and/or approval process? Yes No

If Yes, please list the type of documents:

**Document Scanning**

- What type of paper scanning devices are you using? (check all that apply)  
 Copier Brands:  Scanner Brands:
- How many pages do you scan on a weekly basis?  
 Less than 50  100+  250+  500+  1,000+  2,500+  5,000+
- Please list the types of documents being scanned:

- Where are you scanning documents to: (check all that apply)  
 Scan to Email (myself)  Scan to Email (other)  Scan to Folder  
 Scan to Application (Name): \_\_\_\_\_

Are there documents being scanned that you are printing out first? Yes No

- If Yes, please list the types of documents:

- Do you have a need to save or convert scanned documents to other file formats? Yes No  
If Yes, please check all that apply:

- PDF w/Searchable Text  PDF/A  Word  Excel  PowerPoint  Other:

Do you have a need to convert an electronic document (Word, Excel etc.) to a PDF? Yes No

If Yes, please explain:

Do you have a requirement to be able to edit or manipulate scanned documents such as: combine multiple document files, reorder pages, markup, highlight, rubber stamp, electronic signature or redact?

Yes No

If Yes, please explain:

### Document Faxing

How many Fax lines do you have? \_\_\_\_\_

On a weekly basis how many pages do you: Send:  Less than 50  100+  500+

Receive:  Less than 50  100+  500+

Types of documents you: Send:

Receive:

Are there any difficulties or bottlenecks with your current faxing environment? Yes No

If Yes, please explain:

Are there industry regulations you follow with regard to securing or managing documents? Yes No

If Yes, please explain:

In closing, is there one specific item you can think of that would make the most impact in efficiency within your job as it relates to working with documents?

Yes No

If Yes, please explain:

### I would like to learn more about:

- CARR 360 ASSESSMENT
- MANAGED PRINT SERVICES (MPS)
- DEVICE MANAGEMENT
- COST CONTROL, SECURITY & AUTHENTICATION
- DOCUMENT MANAGEMENT
- DOCUMENT SCANNING & OCR
- MOBILE SOLUTIONS
- FORMS PROCESSING
- FAXING SOLUTIONS
- OUTPUT MANAGEMENT
- VARIABLE DATA
- SCANNING SERVICES
- SCANNERS

**Thank you for your time!**

Send completed surveys to [solutions@CARRxerox.com](mailto:solutions@CARRxerox.com)

To receive your **complimentary Starbucks E-Card !** \*

\* Limited to new customers or Pre-existing customers sans MPS or Solutions. Expires December 31, 2016

If you have any questions please contact

Limited to one E-Card per client.

Mitch Novotny, Director of Professional Services

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A Xerox Company