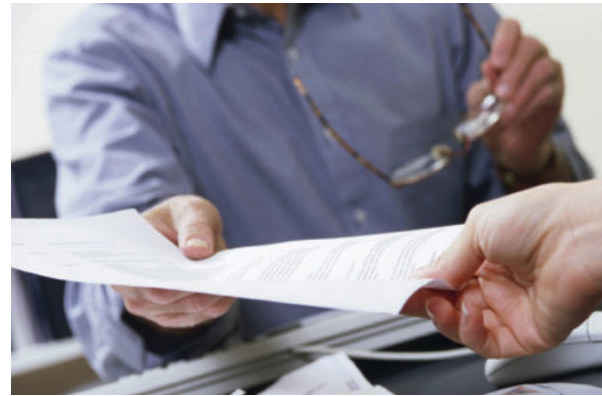


Based on excellence

Developed by Toshiba, Encompass is based on the renowned Six Sigma™ methodology that is guiding leading organizations to attain their highest level of quality.

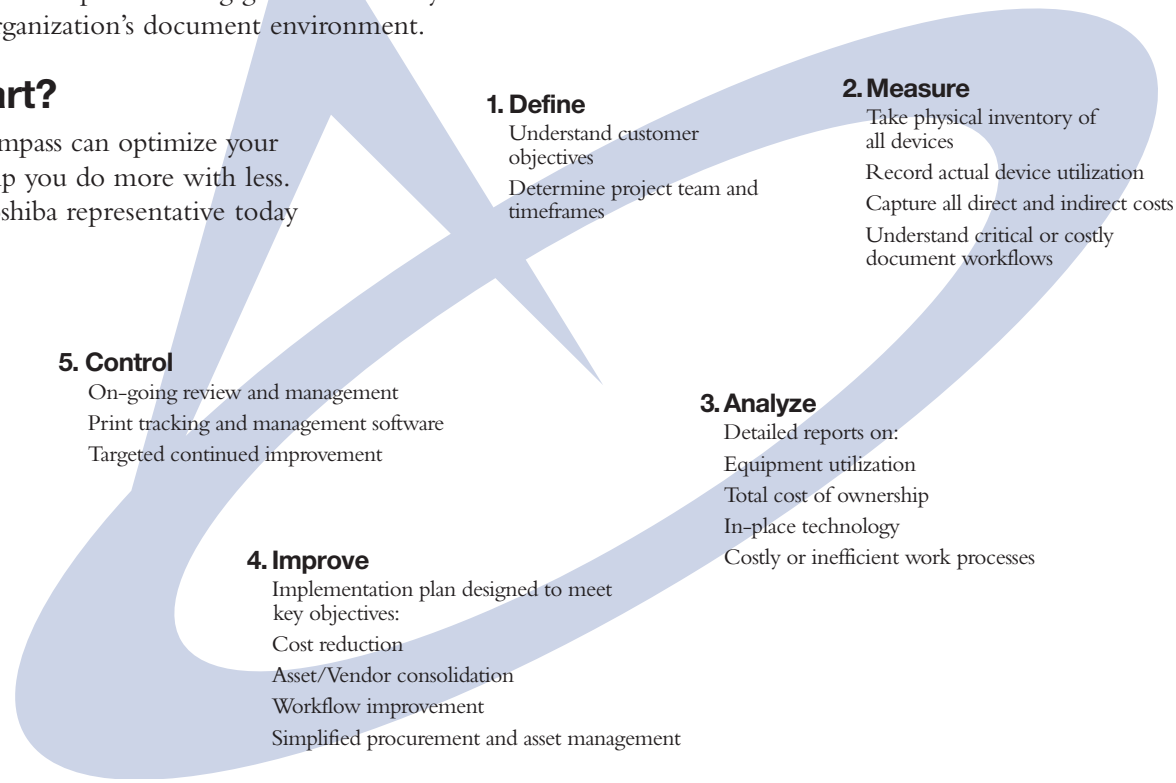


Six Sigma: Five Steps to Excellence

Six Sigma is a proven, step-by-step approach to quantitative analysis and process improvement. By utilizing the principles of this proven process, Toshiba's Encompass Document Analysis Program will provide a comprehensive review and action plan to bring greater efficiency and productivity to your organization's document environment.

When can we start?

Let us show you how Encompass can optimize your document systems—and help you do more with less. Contact your authorized Toshiba representative today for a full presentation.



TOSHIBA

Encompass™ Document Analysis



TOSHIBA

Don't copy. Lead.

Corporate Office
2 Musick
Irvine, California 92618-1631

East Coast
959 Route 46 East, 5th Floor
Parsippany, New Jersey 07054
Tel: 973/316-2700 Fax: 973/263-2393

Midwest
8770 W. Bryn Mawr Ave., Suite 700
Chicago, Illinois 60631
Tel: 773/380-6000 Fax: 773/380-8077

South
4855 Peachtree Industrial Blvd., Suite 210
Norcross, Georgia 30092-3024
Tel: 770/209-8540 Fax: 770/209-8556

West Coast
142 Technology, Suite 150
Irvine, California 92618
Tel: 949/462-6262 Fax: 949/462-2700

Web Site
www.copiers.toshiba.com
or www.fax.toshiba.com



Do More with Less.



Less Cost, Less Hassle, Less Time

According to research conducted by several leading firms, the average organization spends up to 15% of its annual revenues on document production, management, and distribution.

The good news is that for most organizations, the opportunity exists to reduce these costs by up to 40%.

And the **really** good news? Now there's a partner to show you how.

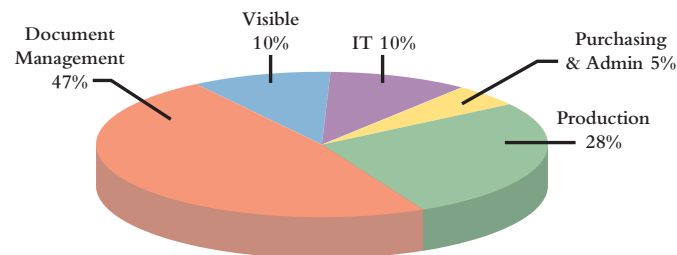
Introducing Encompass

Toshiba, a world leader in document solutions, has developed a powerful new analytical program named Encompass that can help you accurately assess your document production and management environment. And, it will recommend ways to cut costs and improve efficiency.

Using Encompass, our document solutions professionals can gather information on your systems and processes that can reveal a wealth of "hidden" cost-saving opportunities. Our assessment is presented in an Encompass Document Analysis Report, a detailed written presentation of findings and recommendations.

A typical Encompass Document Analysis Report may include:

- Complete inventory of all copiers, printers, and fax machines
- Current equipment cost and utilization
- Support, procurement, and outsourcing costs
- Technology overview
- Usage and cost of supplies
- Impact of high-cost inkjet and laser printers
- Plus other relevant and insightful data



The true cost of document management and output

	Document Infrastructure*	
	Typical	Optimized
Equipment Assets (Copiers, Printers and Faxes)	29.41	18.75
Fully Burdened Cost Per Page**	\$.50-\$.70	\$.30-\$.42
Number of Unique Devices	10.29	6.0
Number of Unique Supply Items	21.52	9.5

* Optimization objectives: per 100 employees

** ©1995-2003 All Associates Group

Cost savings due to optimization

Tell us what you want.

Encompass offers solutions, both short- and long-term. Whether you require a quick assessment or an in-depth audit of document production and management, our trained professionals can use Encompass to provide you with the answers you need.

The bottom line.

The Toshiba Encompass program helps customers more effectively manage their document production and management environment, resulting in:

Lower costs. You'll see more effective use of equipment and supplies, a reduction in the IT support required, and more. The result: lower document costs.

Control. You'll have a clearer picture of your document system, its usage and costs, and how to optimize it.

Higher productivity. Each day, employees will spend less time printing, copying, faxing, and managing documents—freeing up more time for their real jobs.



The Encompass Document Analysis Report assesses your document production and management environment.

