



FORMSMANAGEMENT

Forms (and the information they contain) are the lifeblood of many organizations, whose business would not function without them.



Streamlining forms management.

The challenge comes in creating, maintaining and managing a large volume of forms. IC Group's Forms Management program can help you to streamline this often time consuming and inefficient process.

What IC Group can do for you.

Business forms are a cost and rarely add directly to your bottom line profits. However, we can help you reduce your inventory (you don't really want all those forms taking up your storage space do you?), decrease obsolescence issues and improve your productivity. With over 60,000 square feet of warehouse space, we'll manage your inventory making sure your products are always on hand. We'll provide regular inventory reports and, with our custom-made on-line ordering systems and same day pick & pack and dispatch, you'll always feel in control.

What do those forms really cost your company?

You may know how much you spend on printing a particular forms order, or even your entire annual print spend on forms, but in addition to the "hard" print cost, many companies do not take into account the costs of procurement, internal storage and distribution, and subsequent printing and processing of their forms. A recent study by The National Business Forms Association (NBFA), a group of independent forms distributors concluded that "for every dollar spent to purchase business forms, between \$35 and \$40 was spent to process that same form." So take your forms expenditure and multiply it by 35 or 40 times and then it becomes clear that a free evaluation by IC Group of your forms requirements is certainly a worthwhile exercise!

Now, about all those forms...

Before we put ink on the press, we'll be happy to take a look at your current range of forms and offer our suggestions on how these could be improved. We might recommend a combo order for several different forms to reduce cost, or introduce an on-line ordering system to streamline the order process. We will even help you to re-engineer and design your entire forms library.

You can expect the odd tough question too, like "The top copy goes to the client - do you really need all 3 remaining parts?" Our goal is to streamline your workflow, reduce your costs and increase your profitability.

Why are IC Group's prices so competitive?

Even with our modern manufacturing facilities, as a result of recent raw material price increases, for many forms orders the paper costs represent a significant portion of the overall invoice cost. Considerable raw material cost savings can be achieved by IC Group's purchasing power —savings that will help us to reduce your overall costs and make your marketing and print dollars go further.

We have staff dedicated solely to paper purchasing, negotiating pricing and maintaining good relationships and continued supply with leading paper companies, all to your advantage. It's no surprise to learn that when our shipments come in by the full truck load due to our considerable buying power, our reduced paper costs are reflected in lower costs to you.

IC Group has been in business since 1982

and supplies a diverse range of forms to a wide variety of customers, in addition to being a full service print and print management company.

Let IC Group demonstrate its Forms Management capabilities to you—we know you'll be impressed!

