

AUDIT OF PRINT

ACCOUNT		POSTCODE	
COMPANY		TELEPHONE	
CONTACT		EMAIL	
ADDRESS		WEB	

STATIONERY		PACKAGING	
Business cards		Adhesive tape	
Letterheads		Boxes	
Compliments slips		Padded bags	
Single sheet		DIGITAL PRINT	
Envelopes		BUSINESS GIFTS	
Pads		Pens	
Folders		Pencils	
Forms		Umbrellas	
Vouchers		Clothing/uniform	
COMMUNICATIONS		Postcards	
Corporate presenter		Other	
Brochures		LARGE FORMAT	
Catalogues		Posters	
Flyers		Pos	
Leaflets		SIGNAGE - INTERNAL	
Prospectus		Name plates	
Interim report		Health and safety	
Annual report		SIGNAGE - EXTERNAL	
Investor information		Branding	

WHO CHEQUES
ITS' WRITE?



BUYING PRINT CAN BE SIMPLE

You recognise Almo as professionals in the supply of office products but, did you know we have also been supplying print since 1950?

Our customers choose Almo as their print partner because we work with them to make ordering as simple as possible. If it is your responsibility to buy print, it is essential you have a partner you can trust. That is why we introduced our 100% satisfaction guarantee for all of your printed work.

If you choose Almo to become your print partner, we will provide the same high service levels that you enjoy on office products. We can even hold stock of your most important print in our warehouse, enabling you to order online and receive delivery the very next day!

All our printers are ISO accredited. They consistently produce quality work, on time every time. Because we work with a panel of printers, you have access to a variety of specialists, including our digital business card service; cards are delivered within 72 hours of placing your order!

We use state of the art software to store your requirements, including full print specifications and final PDF artwork. It is because of the investment we have made in this software that we are able to work with a panel of specialist printers rather than just one, greatly improving our range of print and our price competitiveness.

Common print issues

I sometimes struggle with the 'jargon' used by printers.

Almo have dealt with printers and clients for many years; our experience and expertise allows us to take a clear brief from you, liaise with the printer, and ensure you get what you want with no fuss, confusion or jargon.

Delivery times seem to vary from order to order

Customers of Almo enjoy a streamlined order process from start to finish. If you use Almo's print management system, all stocked items are delivered the very next day, and business cards are delivered within 72 hours, as standard.

Our printer has good prices

The golden rule in printing is 'higher the volume, lower the price.' Almo work with a panel of approved printers that we constantly feed work to, this relationship and volume of work delivers us higher discounts than those typically available when buying your print on a direct basis.

Re-ordering business cards creates too much paperwork.

A problem that Almo solved through the introduction of its online business cards system. All of your card templates are stored online, making re-ordering simple and quick. All proofs are sent electronically via email, no paperwork!

To get a good price on business cards I have to order multiple sets and we always end up with too many cards

The online business card solution we use has a minimum order of only 100 cards, at a very competitive price. It is part of our 'Environmental ethos' to remove the burden of you having to order high print quantities to get the best price.

Our printer can't always supply all of our requirements as they don't have all of the right equipment in-house

We select the right printer for each of your jobs; using our panel of specialists ensures the right expertise is assigned to each of your applications.

PRINT AUDIT

We have developed a system that collates your print specifications, audits your requirements and allows us to deliver you the best value.

The start point for our system is to conduct an audit of your historic, existing and future requirements. We can then tailor our solution to perfectly fit your requirements, not our's!

We will work with you to carry out the 'Print Audit' and coordinate a stock take, looking at your existing portfolio of printed material. When finished, we will share with you a complete picture of your requirements.

The audit summary contains all the relevant information on your current printed materials, including full specifications on each application and a detailed quotation. The audit process is simple and straightforward! This is what we do:

1. Collate all of your printed matter
2. Identify the print specification of your jobs*
3. Calculate your usage of individual applications
4. Verify the current cost from your printer
5. Upload your data onto our system
6. Obtain a full costing from our panel of ISO printers
7. Share our findings with you

To reach the stage where we can share our findings typically takes two weeks. This can be delayed if we are not able to establish 'full specifications' of applications or accurate usage figures. To achieve the highest quality work, we like to get your specification correct at the start.

If you are happy with the audit and our findings, we recommend moving a part of your business on a trial basis. This gives you the opportunity to see why the Almo service is second to none.

*Obtaining the correct specification of your printed matter is critical to the audit process. Because of the variance in paper stocks, finishing and other processes, we must ensure we are comparing 'like for like.' We will require three copies of each application for the audit process.

