

## Office Equipment

### How Vendors Over Charge You

- Equipment over selling
  - Your copier rep will try to oversell you a more expensive copier
  - Don't rent an 18-wheeler to move a single desk
- Leasing
  - Leasing versus purchasing
  - Leasing directly through vendor
  - Understanding what the interest rates and purchase price is
  - Terms and conditions of the agreement
- Cost Per Copy
  - Service and Toner with Base Volume
  - Equipment, toner, service
- Upgrading equipment
- Service Guarantees
- Color vs Black & White

### Ways to Save Money

- Purchase equipment instead of Lease
- Include Service guarantees in Agreement
- Direct leasing relationship
- No base copies on service
- Check current volume on copiers to see what you need
- Validate current copier needs to be replaced
- 5-year fixed service and supplies cost

## Telecom (Voice & Data)

### How Vendors Over Charge You

- Invoices can lack detail
  - Difficult to verify rates match your contract
- Look for lines without usage that you are being charged for
- Look for price variability
  - Being charged different price for the same product or service
- Compare last months invoice to the new invoice each time to compare expense variances
- Read the text on Telecom invoices
  - You will commonly find notifications about upcoming price increases. Finding the notices gives you time to challenge the increase

### Ways to Save Money

- Have a outside company to monitor monthly all charges
- Consolidate invoices
- Get portal access

## Shipping

### **How Vendors Over Charge You**

- Next Day 8am service type
- Discounts that don't match your usage patterns
- Floor Pricing/ Minimum charge
- Surcharges
  - Adult signature
  - Residential Surcharge
  - Extended Residential Surcharge
  - Additional Handling Surcharge
- Late Fees (UPS only)

### **Ways to Save Money**

- Understand your shipping patterns
- Look at consortium group program if volume is under a million dollars
- Have vendor give you reports monthly on First Overnight/ Early AM deliveries, wrong address and adult signature
- Watch out for minimum charge programs
- Look for programs where the letter and legal envelopes are not weighed (bonus weight program) AND shift your 1-3 shipments to legal sized envelopes

**YOU WORK HARD TO EARN REVENUE.  
WE ARE HERE TO HELP YOU KEEP IT!**

**WEST Purchasing Group saves you money every day on the brands you trust the most. Partnerships include:**



Save up to 50% on conferencing



Save up to 60% on compatible toner



Save 15% on Flowers & Gifts



Save 25% by signing up for ZipRecruiter



Save up to 70% on shredding services



Enjoy aggressive rates for office supplies



Enjoy aggressive rates on break room refreshments



Enjoy aggressive rates for rental cars



Save up to 50% on voice and data



Simplify HR and Payroll



KONICA MINOLTA



Save up to 60% on Konica  
Powered by Pacific Office Automation

**We Negotiate, Our Members Save**

[Join Today](#)

Visit [westpurchasinggroup.com](http://westpurchasinggroup.com) to join today. Learn more about how WEST Purchasing Group can help your company save.



## About WEST Purchasing Group

WEST Purchasing Group is committed to helping members operate in the most profitable manner possible. WEST Purchasing Group leverages its buying power to negotiate the deepest discounts available. We pass those savings on to our members.

- **Zero** membership fees.
- **No purchasing requirements** set by WEST and no obligation for a membership contract with WEST.
- **No volume limitations** or any of the other obligations other purchasing platforms may impose.
- Our partners are **nationally recognized brands** who we're in constant communication with, as we continually improve our offering of savings back to our members.

" I saved over 50% by working with West Purchasing Group. The process was easy! They reviewed my invoices to verify that the program would benefit my bottom line. Once the program was implemented, they even verified that my new pricing was correct and confirmed the amount that I am saving."

– DAVID RAMCHARITAR,  
CONTROLLER  
First International Title, Florida

## How to Save/ Next Steps

- Register at [westpurchasinggroup.com](http://westpurchasinggroup.com)
- For a free savings assessment, send 3 months of invoices or usage report with your current vendor to Marty Davis or Cindy Alsop at [mdavis@westpurchasinggroup.com](mailto:mdavis@westpurchasinggroup.com) or [calsop@westpurchasinggroup.com](mailto:calsop@westpurchasinggroup.com)
- For questions about program, please call WEST Purchasing Group at (877) 483-5842.

## How is WEST Different?

- We will review your current invoices to verify there will be savings to you via our national programs.
- First GPO that will verify invoices once you are on the program to see that the new pricing is correct and quantify your savings at no cost to you.