From contracts, claims and correspondence to reports, orders, invoices and service tickets, documents and files are at the heart of many business processes. But in the new world of work—which demands anytime, anywhere access to information—your legacy processes for managing, routing and approving paper documents and electronic content can be time consuming and inefficient. They can drive up costs and introduce issues with audit and compliance. Perhaps most importantly, they may be preventing you from accessing the information you need to do jobs quickly, accurately and efficiently.

How many of your business processes are not working as well as they should? How confident are you in your current approach to addressing compliance and audit requirements—including managing document retention schedules? And how much time is wasted on delays in receiving information or other process inefficiencies?

For nearly 80 years, Ricoh has been helping organizations across industries apply technology to drive speed, efficiency and innovation in the workplace. Ricoh Workflow Consulting Services for Business tap into that legacy—applying our expertise in business process consulting to help you pinpoint problematic workflows, minimize waste and find ways to help foster communication, sharing and collaboration with greater speed and efficiency.
Manage Documents. Transform Processes.
Ricoh Workflow Consulting Services for Business can help you transform a wide range of processes that support information mobility—driving greater speed, accuracy and efficiency and supporting more effective collaboration.

Identify and eliminate unnecessary costs in current processes
Our consultants help determine where you can reduce or eliminate paper from your business processes. We’ll seek opportunities to improve and automate processes, which can help drive speed and efficiency. We will also show you how to reduce costs of document storage, faxing, shipping and reprinting—including associated labour.

Take control of your documents
Ricoh can help you take control of the documents and files that support your processes but may be holding you back from true information mobility.

We show you how to reduce or eliminate the risk and costs associated with misplacing or losing physical documents. We highlight ways to incorporate controls into processes—potentially easing the burden of compliance and audits. And we make recommendations for automating management of records retention for both physical documents and electronic content.

Deliver information on demand
Ricoh can help your business succeed in a new world of work, where change is a constant and information must always be accessible. We can identify and help you eliminate bottlenecks and processing delays, which can slow decision making and responsiveness to customers. We can show you how to scan documents, capture content and bring them into efficient workflows. And we can help you embrace information mobility by enabling knowledge workers to review, approve and route documents and content from anywhere.