The essential Print Procurement Checklist

Print remains a critical part of modern business operations, from secure document management to reliable day-to-day output. However, many organisations still overspend on print infrastructure, lock themselves into inflexible contracts, or neglect security and sustainability in their procurement decisions.

This whitepaper provides a clear and actionable print procurement checklist designed to help businesses reduce costs, eliminate inefficiencies, and ensure compliance and security when selecting print suppliers or managed print services.

The Print Procurement Checklist

Define Print Requirements

Identify the type, volume, and frequency of print needed across the organisation. Separate essential requirements from non-essential "nice to haves."

Supplier Evaluation

Compare not just pricing, but service reliability, flexibility of contracts, security standards, and reporting capabilities. Request case studies and client references.

Scope and Specification

Develop clear specifications for devices, print quality, document management, security features, and service levels. Ensure requirements reflect long-term needs, not just immediate fixes.

Negotiation and Selection

Negotiate flexible terms, transparent billing, and clear SLAs. Avoid vendor lock-in by ensuring contracts support scalability and technology upgrades.

Budget Approval

Understand total cost of ownership, not just upfront device costs. Factor in consumables, maintenance, servicing, and energy consumption.

Contracting

Include KPIs for uptime, response times, supply replenishment, and sustainability commitments. Ensure the contract addresses data security and GDPR compliance.

Market Research

Research vendors and managed print service providers. Assess reputation, certifications, security standards, and sustainability initiatives.

Implementation and Rollout

Plan for installation, user training, and change management. Monitor progress closely and maintain communication with the supplier.

Request for Proposal or Quotation

Issue an RFP or RFQ with clear evaluation criteria including print volumes, service levels, sustainability, and data security.

Monitoring and Performance Management

Track usage, costs, and SLA performance. Review regular reporting from the provider and hold quarterly performance reviews.

Continuous Optimisation

Use analytics to reduce unnecessary print volumes, improve sustainability, and adjust contracts as needs evolve.

Why This Matters

A structured print procurement process delivers significant savings, reduces waste, strengthens compliance, and ensures that print services are future-proofed. Businesses that fail to properly manage print procurement often overspend, face security risks, and remain locked into outdated solutions.

Book a consultation with our print procurement experts.