

Meeting ALL your document needs!



724-327-0769

Business Overview

BAI's fully equipped in house print shop, offering state of the art offsite Printing, is capable of transforming into an extension of ones own office in order to print, copy, scan, and mail documents affordably. Ultimately, resulting in a revolutionized way traditional printing is done while saving both time and money.

Customer Challenges

- Many expensive leases with multiple vendors.
- Having enough man power to run the machines in a timely manner.
- Manual processes, such as making copies, takes away from educational time spent between students and teachers.
- Cost and responsibility of constantly having all supplies on hand.



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BAI Web Portal Printing Saves School Districts Time and Money

In the growing age of educational reform, how is a single teacher supposed to prepare a lesson plan including copies of materials, handouts, homework, and tests for each and every student while complying with the Federal *No Child Left Behind* Act of 2001? BAI's professional Print Shop makes it easy for Teachers and Administration to cut back on all of the tedious time spent preparing for class by outsourcing their printing, scanning, and mailing jobs to our in house Print facility at an affordable price, leaving school personnel left to focus solely on their number one priority, The Students.

Recognizing an opportunity to save Customers both valuable time and resources, BAI's Print Shop has constructed a modern way for faculty to outsource print jobs in a few easy steps.

Downsize Your Print Facility

At BAI we pride ourselves on being Document Management Specialists trained to know what is best for our Customers. By evaluating your District's Copier/ Document Management inventory, we will be able to arrive at an informed decision regarding the needs for your District, often times diminishing the need for high speed machines by outsourcing your copying and printing. Thus, by strategically cutting back on equipment and using the resources we willingly provide, you will also be cutting back on monthly lease payments, as well as many other expensive overhead costs; such as, supplies and manual labor. Woodland Hills, an Western Pennsylvanian School District, recently downsized their Copier/Document Management inventory within the District by outsourcing all printing to BAI's East Print Facility. Within one year, the IT Director at Woodland Hills claims the District has saved more money than they had expected and well in excess of \$125,000 per Budget Year!

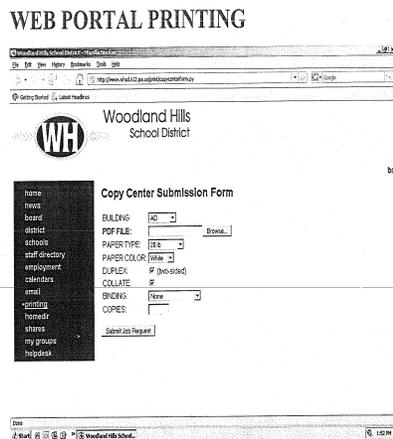
Jobs we are Able to Perform

- Oversize Prints
- Business Cards
- Letterhead/envelopes
- Flyers
- Catalogues
- Newsletters
- Postcards
- Backlit signs
- Litigation Printing
- Premium Items

Benefits of Working with BAI:

- Dedicated Project Managers
- 24 Hour Assistance
- Quick turnover ratios
- Friendly and Skilled
- Technicians who make sure all items are professionally prepared

This is what the web portal looks like when you log into your school districts web site. Here all jobs are submitted by answer a few simple questions!



***Figure 1-A**

For example, all jobs over a certain price will have to be approved by the Principal before they are sent to production. Production does not gain access to these jobs until they are officially approved.

Submissions is Easy

Once your facility is downsized, the next step in Web Portal Printing is to integrate a submission form to your District website in order to turn in printing jobs. Submission is simple and only requires the ability to scan and internet access capability. Setup requires an IT Specialist to add a link to the web portal from your official School District web page. If you do not have someone available to do this, we are happy to provide someone for a small fee. Next, a submission form is uploaded to your web-page which teachers and administration are easily able to access in order to submit print jobs. By answering a limited number of questions; including, the building in which you are located, the type of paper you desire, the number of copies you would like, as well as uploading a copy of the file you wish to submit in PDF form (Figure 1-A displays a picture of the submission form) both cost and any confusion is eliminated.

Receiving your Documents is Just as Easy

Our production staff downloads and completes documents on a daily basis. Once a large number of jobs are completed they are separated by school, then delivered to the Administration Office to be distributed, to each individual school, by the district delivery system. We are also able to deliver finished jobs directly to each separate school for a small fee depending upon your preferences. Deliveries are done frequently and kept track of in a timely manner.

Accessibility

For security purposes it is important to know that your site is secure. Only the Production Manager and IT Director will be able to gain access to your site beyond the submission form. There is no communication between teachers and production, only the IT department will deal with any questions, comments, or problems involving the Web Portal, thus allowing teachers to concentrate solely in their students. Production views each job prior to completing it, thus if something does not appear correct, an administrator will be contacted for verification before proceeding. Spending thresholds are also available in order to further control costs.

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