

Reduce Labor Costs...



Without Reducing People

Complimentary White Paper Produced by:



DATA MANAGEMENT CENTER
Critical Document Delivery

DMCilink.com

630.384.0900

Introduction

It's a sensitive subject these days to talk about reduction of labor costs...meaning jobs. Anytime these words are written or spoken, it may mean the loss of jobs. However, most businesses in 2009 have reduced staff levels as far as possible resulting in employees taking on additional or even excessive amounts of responsibilities. Further layoffs may stunt recovery when 'experienced' staff is needed.

The finance departments has reached their limits handling multiple tasks and responsibilities. The credit department is stretched so thin...how can they work around the clock when these dedicated employees already are?

When Data Management Center or DMC talks about reduction of labor costs, we're discussing alternative ways to decrease costs without the elimination of people. Instead we're going to discuss three areas of labor expenditure that take on different meanings. They are:

- Reallocate employee time to more meaningful tasks
- Streamline processes
- Outsource time consuming tasks

Reallocate Employee Time to More Meaningful Tasks

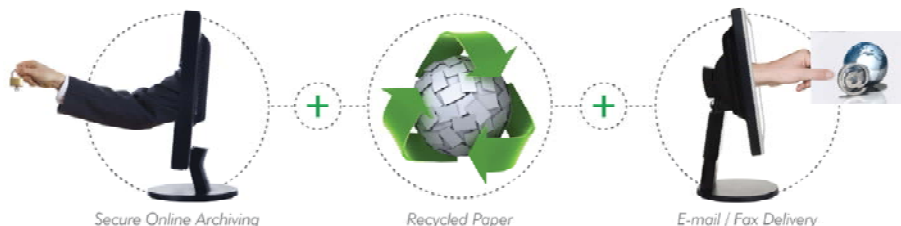
With responsibilities added to many employees, the first question in their minds (verbally communicated or not) is, 'What are my priorities?' The answer employees anticipate from their superior(s) is 'Everything.' Okay, so the employees try. As they begin to do 'Everything' a priority list is developed based on what the employee believes to be important or what responsibilities they can accomplish. Responsibilities big or small begin to get put to the side or fall through the cracks.

If those missing projects or poorly executed tasks are identified, a pattern may develop showing the skill set of employees and what talent needs to be hired, or potentially outsourced.

Streamline Processes

We're always searching for better and more effective ways to get the job done. Are the assignments accomplished in a meaningful way? Are tasks completed on time and within budget?

This is a delicate balance. Streamlining processes does not sacrifice quality nor does it allow for critical steps to be overlooked. If the processes are not being done as efficiently as possible, then again talent may need to be hired or potentially outsourced.



DATA MANAGEMENT CENTER
Critical Document Delivery

DMCilink.com

630.384.0900

Outsource Time Consuming Tasks

Hiring outside talent can prove to be profitable if careful consideration is taken into the type of company you are considering. Evaluating the outsourced company is similar to hiring an employee...you want to be sure you are buying the best talent for the investment made.

'If it seems too good to be true...it probably is' This is a very powerful saying because if you are able to purchase 'talent' for a cheap price, you're probably not hiring talent. It may be a company that is in financial trouble willing to take work at a loss, or it could be that their interpretation of talent is less than your expectation. Either way, it's a 'lose-lose' situation.

Begin the process by asking and answering the following questions:

1. Do the outsourced companies state a guarantee for the accuracy of the work performed? Do you still pay for mistakes?
2. Are advanced technologies utilized in order to help improve your DSO or the cost to raise capital?
3. How well is your data protected? Can you get access to your data when you need it?
4. Is the outsourced company SAS certified? HIPPA compliant? PCI compliant?
5. Can the outsourced company help you move from mailing and faxing to e-mailing of invoices? Can a combination be done...accurately? Can they help you promote or expand your business?

The answers will begin to reveal DMC's strengths along with time, energy and money savings.

Data Management Center DMC

DMC is a premier provider of outsourced billing, electronic archive, document printing and payment management services utilizing technology to maximize the accuracy of the process while going 'Green'. Our job is to reduce your costs by 30% - 40% with:

- Increase revenues by ensuring invoices are sent, emailed or faxed on time...every time
- Decrease time to payment (60+ days outstanding) from your customers
- Help you maximize current employee investment
- Manage paid and unpaid invoices and daily balances
- Simply take the responsibility off your shoulders so you can be proactive instead of reactive.

DMC is a SAS Certified, HIPPA compliant and PCI compliant company that guarantees work is completed on-time and accurate or you don't pay.



DATA MANAGEMENT CENTER
Critical Document Delivery

DMCilink.com

630.384.0900