

COST ANALYSIS CHECKLIST



EC Purchasing

(888) 387-0223 | ECPURCHASING.COM

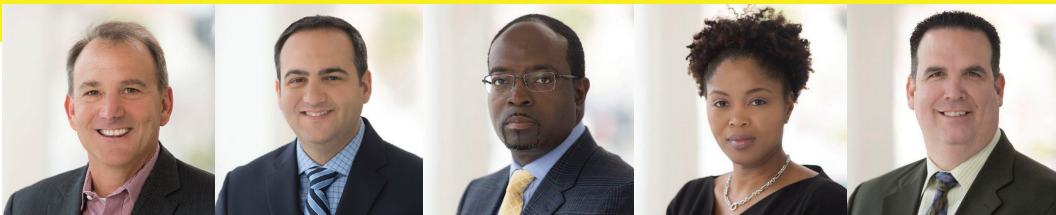
WHAT IS A COST ANALYSIS?

Let EC Purchasing review your business expenses for possible savings. Our national contracts may allow your organization to purchase from the same companies you currently use at lower price points. Our team will confidentially review your data, prepare worksheets outlining the savings opportunities and schedule a call to explain the results. This is a complimentary service to identify how we may help reduce your business expenses with no obligations required.

Call today to learn more and get started! (888) 387-0223

WHO IS EC PURCHASING?

We are a team of experts with more than 50 years of combined purchasing experience. We utilize pricing agreements from national companies to assist individuals and businesses like yours in optimizing their purchasing power. Find out how much you can save by working directly with a dedicated EC Purchasing account executive.





COST ANALYSIS CHECKLIST



Office Supplies:

- Three months recent invoices – or,
- 12 month excel file showing all purchases



Overnight Shipping:

- One month actual invoices



Copiers:

- Original purchase or lease document
- Current maintenance contract
- Three months of monthly maintenance invoices



Business Wireless:

- Original contract or pricing agreement
- One month actual invoices
- Total number of phones owned in business name
- Total number of phones under personal liability



Business Travel:

- Original contract or pricing proposal for rental cars
- Three months actual invoices from rental cars



IT Equipment, Managed Services & Telephony:

- Most recent IT equipment, desktop and laptop purchase receipts
- Telephony, IT and managed services contracts and invoices

STEPS TO SAVING

- 1 Call EC Purchasing for an introduction to the program and the cost analysis process.
- 2 You will be asked to gather, scan and send over the requested materials in our Cost Analysis Checklist.
- 3 In approximately 5 business days, EC Purchasing will provide a breakdown of current pricing and opportunities for savings.
- 4 We will arrange a time to speak with you to review our findings and savings potential.
- 5 Upon your approval, the new pricing will be implemented, and you start saving!

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