

FEELEY & DRISCOLL, P.C.
Certified Public Accountants | Business Consultants

Feeley & Driscoll, P.C. balance printing and imaging fleet to initiate paperless filing and reduce cost

COMPANY Feeley & Driscoll is among the 100 top accounting firms in the United States, providing assurance and accounting, tax compliance and consulting, and strategic and business consulting services to a variety of clients. Founded over thirty years ago, their philosophy is summarized in a single word – service.

CHALLENGE In 2003, Feeley & Driscoll began an initiative to go ‘paperless’. With 100 employees and thousands of clients, the accounting firm set out to **reduce the stacks of paper** files that lined shelves, desktops, and counter top space. By working towards a paperless filing system, the firm took the initial steps toward achieving its long-term goal of a near paperless office.

Feeley & Driscoll’s staff is grouped together by department on two floors. Their existing copiers were geographically placed to support the busiest areas: Tax and Audit. “We had two copiers and a stand-alone scanner on the first floor and one copier on the second floor” Explained Don Campbell, Director of IT. “That meant that Auditors had to go to another floor to use the scanner. During our busy times of March and April, it just wasn’t going to happen. Originally we intended to put additional workgroup scanners throughout the office to encourage staff to start digitizing documents.”

SOLUTION Flo-Tech partnered with Feeley & Driscoll to evaluate their output environment. The assessment covered equipment expenses, service and supplies costs, and existing document workflows. Flo-Tech then proposed multifunction printers to handle all of Feeley & Driscoll’s copying, printing, scanning, and faxing needs. The recommendation included service, supplies, and maintenance, giving Feeley & Driscoll a **single point of contact** for all their ongoing document management needs.

According to Campbell, “The assessment eliminated the emotion and politics from the upgrade. By uncovering exactly how many pages we generate, what users actually need, and where inefficiencies enter the process, we were able to

make **unbiased decisions** based on actual usage. The assessment really is the key – it made our decision a ‘no-brainer’.”

Flo-Tech replaced Feeley & Driscoll’s existing copiers and the majority of their desktop printers with multifunction printers. The new, networked-enhanced devices provide single-point access for each employee’s copying, printing, and scan-to-email needs.

RESULTS “We were able to upgrade our entire fleet with state-of-the-art equipment and at the same time, reduce our output costs by \$2000 per month. Increased functionality and a **23% savings** – that’s unheard of” exclaimed Campbell.

Campbell was impressed with Flo-Tech’s efforts to understand both the technical and human components of Feeley & Driscoll’s business, attributing the smooth installation to Flo-Tech’s planning process. Flo-Tech outlined an implementation plan that fit into Feeley & Driscoll’s workday. “We made a major move in the middle of our busiest season. People were using the printers before the installation was complete – without any training!” Campbell added, “It doesn’t get any better. Flo-Tech set a standard that will be hard to match.”

Feeley & Driscoll’s goal of electronic filing is underway. Scanning-to-email allows staff to send PDF versions of forms and documents to clients and centrally store client email. Campbell stated, “If you’re moving toward a paperless office, you have to begin storing things electronically. Electronic storage is cheaper than paper – it **freed up valuable office space**. Multifunction peripherals made it easy to meet our corporate objectives.”

The impact to Feeley & Driscoll’s workflow has been dramatic. Campbell encourages everyone he speaks with to consider partnering with Flo-Tech. “It really **doesn’t make sense not to do it**. Everyone should look at consolidating printers, copiers and faxes!” Campbell added, “Your staff will be a lot happier.”