



legal

CHALLENGE

- Poor service from document management vendor
- Inefficient and costly off-site outsourcing
- On-site vendor could not support new marketing document and color requirements

SOLUTION

- Document Strategy Assessment
- On-site managed services including Copy Center
- Off-site document production for special projects
- Customized online marketing document order system
- Bates labeling
- Scanning
- IKON PowerPRESS® universal server
- IKON Service ExcellenceSM award-winning service methodology

RESULTS

- Substantial reduction in related expenses
- Increase in efficiencies and productivity
- High user acceptance
- New services and technology

Baker & Hostetler LLP

Partnership Empowers New Identity for Law Firm

ABOUT THE CUSTOMER

Founded more than 90 years ago in 1916, Baker Hostetler is among the nation's 100 largest law firms with 600 attorneys coast-to-coast across 10 offices. Its four primary practice groups are Business, Employment, Litigation and Tax. Known as "Counsel to Market Leaders," Baker Hostetler's lawyers help clients establish, maintain and protect market-leading positions across the United States and around the world. Clients include businesses and individuals considered leaders globally, nationally, regionally and locally. Many are at the top of their market segments, and many are household names. Others are leaders of the future — companies with the aspiration and foresight to drive tomorrow's high-growth industries.

CHALLENGE

Baker Hostetler was concerned with low service levels and quality from their long-standing document management vendor in their Cleveland location. The firm was forced to outsource jobs that could not be completed in the on-site copy center managed by the vendor. At the time, Baker Hostetler was also creating a new branding identity, and the firm's vendor had been unable to accurately reproduce the special color which had been chosen for the new logo. In addition, the firm needed a new system implemented that would inventory all collateral online, so that it could be accessed and ordered by employees in all 10 locations across four time zones. Baker Hostetler decided to look for a new partner that could better meet their needs.

"The implementation of the new copy center and equipment was flawless."

Michael Teichman, Office Administrator

Baker & Hostetler LLP

SOLUTION

After considering multiple vendors, IKON was selected to conduct an assessment of the Cleveland location's convenience fleet and copy center. The assessment included a survey of the office administrative staff and a roundtable discussion. IKON also spent time with the marketing department to understand its needs. "We ultimately chose IKON because of their presence in the legal market, their ability to respond to our marketing department's requirements, and the quality of the on-site staff," said Michael Teichman, Office Administrator.

Over the course of two days, the entire convenience fleet in Cleveland was replaced, and the Copy Center was cleaned, repainted, reconfigured, and renamed the "Document Resource Center." "The implementation of the new copy center and equipment was flawless," said Teichman. "IKON brought in the right team to quickly and efficiently complete the project, and worked very well with the exiting vendor."

The Document Resource Center is staffed with five IKON professionals who handle not only copy projects, but also provide assistance in the firm's mail room and library. With the IKON PowerPRESS® universal server, work can be spread across multiple devices, effectively reducing production time. Today, employees across all locations can order customized marketing documents online to be produced (including printing, cutting and binding) and promptly delivered to them. Special projects are effectively managed at one of IKON's many off-site locations. Other services provided include scanning and Bates printing. An estimated 400 Baker Hostetler employees use IKON's services today.

IKON strictly follows its award-winning service methodology, known as "IKON Service Excellence," to drive the quality, performance and delivery of each and every project.

RESULTS

"We are extremely happy and pleased with the quality of the work performed and fast turnaround, and with the expertise and professionalism of the IKON team," said Teichman. "IKON is very diligent in meeting with us quarterly to review their performance and make sure that our needs continue to be met."

Baker Hostetler has seen a remarkable increase in the volume of printing done on-site with a smaller team, resulting in an increase in productivity for their administrative staff, and a substantial decrease in the firm's expenses.

The change has been especially dramatic for the firm's marketing department. "IKON has empowered our attorneys by providing them with high-quality marketing materials they can confidently use in their engagements," said David Geyer, Director of Marketing. "The on-site staff is very qualified — they are very responsive, understand our needs and know how to solve problems. Our previous vendor could not match the level of quality IKON provides."

RICOH

IKON Document Efficiency
At Work.®

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