



**Life's short. Love your work.**



**Products:**

Office Furniture  
Office Supplies  
Office Equipment  
Production Equipment  
Custom Office Supplies

**Solutions:**

Cost Management  
Data Capture & Workflow  
Content Management  
Output Management  
Device & Access Management

**Services:**

Workplace Assessments  
Managed Workflow Services  
Document Management  
Business Process Outsourcing  
eBusiness



## We can help! Discover how.



A.F. Smith is dedicated to innovation, excellence, partnerships sustainability and improving your business. The fact that we love our work with such enthusiasm provides our customers the freedom to focus on what matters most: growing their business!

One thing successful businesses of all sizes do to navigate through this unpredictable world is to make sure the work tools, technology, software and work processes that form the backbone of their organization are operating as productively and seamlessly as possible.

No one understands this better than A.F. Smith. People and information are at the core of everyone's work, no matter how large or small. So we provide the products, technologies and services our clients need to manage their work more efficiently and effectively, whatever the situation.



excellence@work

A.F. Smith excellence means providing our employees with adequate learning and development opportunities, products and services that consistently delight and inspire customers, while creating value.

A.F. Smith was named one of Bermuda's Top 10 employers in 2011 by Bottom Line magazine and Mindmaps.



#### **Learning & Development**

A.F. Smith reinvests over 150K of its yearly revenue in learning and development for its staff. We have a full-time employee dedicated to managing individual learning paths.

#### **Technical Expertise**

A.F. Smith's Technical Support Centre provides robust and flexible support programs. We can tailor a custom support solution for your business needs - synchronizing proactive, preventative services with emergency response measures, helping to ensure you've got the support you need for maximum productivity and quality.

Our technical account managers carry the highest levels of certification in the office industry.

#### **Proven Track Record**

We have many years of experience successfully deploying complex service engagements locally for financial, insurance, education, utilities and legal sectors. More than a dozen local companies are currently engaged under our Managed Services approach.

#### **World-Class Partners**

A.F. Smith holds distributor agreements with world-class leading brands in the office industry, including: Xerox, Ricoh, Pitney-Bowes, Fujitsu, Steelcase, 3M, Avery, Fellowes HP, Kofax, Microsoft, Apple and many more...



partnerships@work

A.F. Smith's holds several exclusive partnership agreements with local and global experts in the outsourcing business, thus providing your business with a true single source vendor solution.

Our OneSource partners bring unparalleled expertise to your business. From production printing & mailing services, to Business Process Management and Central Filing, we allow you to focus on what matters most: improving your business.

### **Production Printing & Mailing Services**

- Digital Printing & Copying
- Document Finishing
- Design Services
- Wide-Format Printing
- Lithographic Printing
- Web Submission Services
- Variable Data Printing Services
- Document Mailing Services
- Signage

### **Business Process Management**

- Data Capture
- Electronic Content Management
- Virtualization
- Process Automation

### **Central Filing**

- Fire Proof Records Storage
- Document Vault
- Data Protection and Recovery
- Retention and Destruction Management
- Disaster Recovery and Business Continuity Planning



sustainability@work

We believe business should be about more than making money, it should be about responsibility and community good. That is why we offer products that contribute to environmental sustainability. We also deliberately seek out innovative projects that work for social and environmental change.

We offer a unique toner recycling initiative in partnership with local charities, a green catalogue and a unique product which reduces waste by 90% in comparison to traditional laser printers.

#### **Total Green Office**

We offer products and solutions to help save energy, reduce consumption and reduce waste. We also provide products that are safe and clean, in an effort to support a smaller carbon footprint for our customers. We are also one of the Island's major distributor of recycled paper.

#### **Recycling Program**

We collect used Ink and Toner cartridges which are subsequently returned by container to the United States to be recycled or refilled. This program is available for all toner or ink brands. We also offer a furniture removal program.

#### **A.F. Smith "Green Team"**

Our Green committee has developed a relationship with the Bermuda Government Public Works Waste Management division. This relationship provides us with local resources to ensure we can assist in implementing best practices in-house. We also have a Leeds certified member who can assist in implementing best practices in-house.



## innovation@work



Like you, we don't want innovation for innovation's sake. We promise that our offerings will make your work life easier, more efficient and more productive.

We provides services and solutions such as workplace assessments, managed workflow services, document management solutions, business process outsourcing and eBusiness solutions connected to A.F. Smith's expertise in the workplace.

### **Workplace Assessments**

- Space & Ergonomic Reviews
- Total Cost of Ownership Analysis
- Workflow Assessments & Surveys
- Document Assessments

### **Managed Workflow Services**

- Asset Allocation & Cost Center Management
- Asset Management & Storage
- Managed Print Services
- De-Commissioning Services

### **Document Management**

- Data Capture & Information Management
- Disaster & Recovery Planning
- Archival & Off-Site Storage
- Trans-Promotional Marketing

### **Business Process Outsourcing**

- Document Imaging
- Supply Chain Management
- Production Printing & Mailing
- Accounts Payable Automation
- Shredding Services

### **eBusiness**

- Online Ordering & Account Management
- Online Support
- Virtualization & Cloud Based Solutions
- Remote & Virtual Worker Solutions



help@work

Life's short, so why wait before implementing solutions that can help your company reduce costs, grow revenue, improve business processes as well as ensure security and compliance.

Our products and solutions can help you Love your work. In fact, our unique offerings help promote collaboration, learning and creativity, while also helping to find ways to improve your workplace, increase productivity and facilitate concentration.

A.F. Smith has been providing products, solutions and services to local companies for the past 30 years. Our offerings help improve workplace performance across many industries, including:

- Healthcare
- Education
- Insurance
- Utilities
- Professional Services
- Government
- Hospitality
- Churches
- Retail
- Financial Services
- Legal
- Accounting
- Real-Estate





# reducing cost@work



## EXPENSE ALLOCATION & COST CENTER MANAGEMENT

Do you manage an accurate listing of all your company assets, including supplies & consumables?

Are you able to charge users/ departments/ clients for printing and supplies expenditures?

## ASSET MANAGEMENT & STORAGE

Are you allocating precious cash flow on large up-front capital expenditures?

Do you ever implement temporary workspaces for short term projects?

## MANAGED PRINT SERVICES

Are you minimizing labor costs to support printing in your organization?

Are you using remote device management and administration for your IT department or Printer support function needed?



## growing revenue@work

### SPACE & ERGONOMIC REVIEWS

Do you manage an accurate listing of all your company assets, including supplies & consumables?

Are you applying the principle of allowing workers to use the body naturally through the tasks and tools they use to perform them?

### TRANS-PROMOTIONAL MARKETING

Do you prepare direct mail campaigns or output customer billing or other transactional documents?

Have you eliminated pre-printed forms, legacy printers and impact printer supplies?

### ACCOUNTS PAYABLES AUTOMATION

Are you spending too much money and using up too much space storing hard-copy document files such as invoices?

Are you allocating too many resources for your accounts payable process due to its manual and labor intensiveness?



# improving business@work

## WORKFLOW ASSESSMENTS & SURVEYS

Are you scanning, capturing and routing paper documents electronically?  
Are you printing your confidential documents privately and securely?

Have you surveyed your employees in regards to the way they work and the necessary tools required to successfully complete their work?

## BUSINESS PROCESS OUTSOURCING

Are you minimizing the costs of labor intensive non revenue generating operations?

Are you able to meet production deadlines efficiently and consistently?

## ONLINE ORDERING & ACCOUNT MANAGEMENT

Do you have multiple levels of approvals for various types of expenditures? Is this process automated?

Are you currently able to track print volumes, purchasing trends, supply purchases and other office related purchases online?

# security & compliance@work



## INFORMATION MANAGEMENT

Do you utilize a secure document repository for electronic document storage and retrieval?

Do you have a process in place to ensure proper destruction of information?

## DISASTER & RECOVERY PLANNING

Does your disaster recovery plan take in consideration limitations, risks and costs of managing and storing paper documents?

Are you using electronic storage & distribution in place of hard-copy?

## DE-COMMISSIONING SERVICES

Are you managing obsolete assets out of the fleet?

Do your current vendors promote recycling and refurbishing upon removal of assets from your offices?



collaboration@work

- Meeting Spaces
- Media:Scope
- Office Furniture
- Room Wizard
- Content Management Software
- Scanning & Workflow Software
- Boards
- Calendars
- Projectors
- Conferencing Systems
- Notebooks
- Badges & ID Cards



learning@work

- Classroom layouts
- Classroom seating
- Smart Boards
- Book shelves
- Cost Management Software
- Device Management Software
- Storage boxes
- School Supplies
- Teacher Supplies
- Books
- Pictures & Frames
- Calculators



improvement@work

- Office Plan Workstation
- Ergonomic seating
- Multifunction Printers
- Copiers
- Desktop Printers
- Scanners
- Facsimiles
- Desktop organizers
- Binders
- Labels and label makers
- Break room & cleaning supplies
- Mats



creativity@work

- Movable walls
- Raised flooring
- Color output devices
- Output management software
- Form creation software
- Color matching software
- Art & Drafting supplies
- Paper & Specialty media
- Pens & Markers
- Wide-Format systems
- Cards & Envelopes





production@work

- Filing systems
- Storage systems
- Digital Presses
- Laminating systems
- Binding systems
- Punching systems
- Mailing systems
- Cash handling & registers
- File folders
- Envelopes
- Forms
- Printer supplies



apple@work

- MacBook Pro's
- Mac Pro's
- MacBook Air's
- iMac's

- iPod Shuffle
- iPod Nano
- iPod Touch
- iPad

- iTunes Cards
- Apple Accessories
- Apple Software
- General Computer Accessories

shopping@work

Visit our  
retail store: @work

Submit your order  
online or over  
the phone

Start a discussion

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