



document inventory sheet

Take the first step to managing your print collateral

Ready for some spring cleaning? A document inventory may feel like that but you won't have the grime under your fingernails. It's worth it in the end.

Some great reasons to perform a document inventory audit:

- *Understand how your documents are used*
- *Audit your brand-are your materials consistent?*
- *Reduce waste with a comprehensive inventory*
- *Avoid duplication*
- *Prepare for the efficiencies of an online print solution*



