



SOLUTION OVERVIEW

SIMPLIFYING YOUR SUPPLY CHAIN FOR CUSTOMIZED DOCUMENT AND FILING MATERIALS

Our solution for administrative and office operations managers

CHALLENGES FOR OFFICE OPERATIONS

Customized document and filing supplies are a crucial part of many organizations' operations, and can include anything from a few to over a hundred unique items.

- Folders
- Case Files
- Labels
- Stickers
- Slips
- Tags
- Flags
- Forms
- Letterhead
- Copy Letterhead
- Document Covers
- Envelopes
- Memos
- Pads
- Notes
- Info/Data Sheets

Stock office supplies are simple to procure, but the customized supplies that fit an organization's processes and keep its operations running smoothly can be a pain point – few administrative or office managers have the time to streamline their supply chain for their customized materials.

The result? The team manages to get what their organization needs – usually from a patchwork of sources – but supply issues occur, the team suffers stress and lost time dealing with these issues, and costs to the organization are un-analyzed and un-optimized. They know there must be a solution, but it's not forthcoming from their current sources, and they don't have the time to create it themselves.

OUR TEAM IS YOUR SOLUTION

TRICO Evolution is the customized supplies partner of choice of many prominent companies, institutions, and non-profits with head offices in Ontario or Quebec.

We make it easier for our clients to get what they need to run their day to day operations.

FEATURES OF OUR SOLUTION

The main features of our solution are as follows:

WORK DIRECTLY WITH AN EXPERIENCED COORDINATOR

You and your team will be directly supported by an experienced member of our team, who will manage our full range of support – normal and rush shipments, inventory notifications, production runs, usage audits, and special projects.

ONE-STOP PRODUCTION

With a team of over 75 professionals and over 75,000 square feet of advanced production technology across our Ottawa and Montreal facilities, we can produce every customized document and filing item our clients need – with competitive unit costs across the board.

BACKUP INVENTORY

For your higher-volume and mission-critical items – and even mid-volume items that are costly to produce in small batches – we will produce these in larger batches at lower unit costs, and maintain a central inventory of these at our secure Ottawa warehouse and order fulfillment facility. For items we don't produce, we'll receive shipments from your other providers and add these to your backup inventory.

ONLINE ORDERING

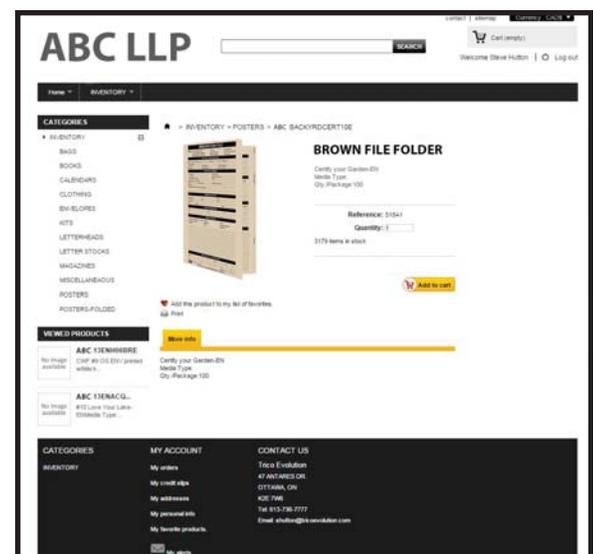
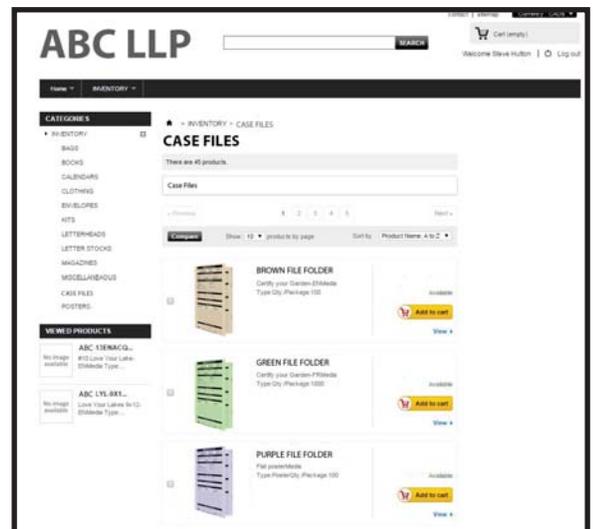
We will work with you to establish a master item list, item codes, and photos of all items, and will create a dedicated, secure online ordering portal for your organization. If you have multiple departments or offices who will need to place orders, each department or office will be given an independent ordering account/login, so orders and usage of each account can be tracked.

INVENTORY NOTIFICATIONS

We will work with you to set minimum levels for each item in the backup inventory, and we will notify you when inventory is at or near minimum levels.

MANAGEMENT CONTROL & TRACKING

Through a management-level login, all designated managers at your organization will have a complete, live view of all backup inventory, orders, shipments and shipment types/speeds.



ABC Internal Inventory

Category: Orders Customers Price Rules Shipping Location Modules Preferences Advanced Parameters Administration Help Back

Stats

Navigation

Views and visitors
Sales and orders
Customer accounts
Registered customer information
Visitors online
Software
Best members
Catalog statistics
Best customers
Visitors origin
Pages not found
Search engine keywords
Product details
Best selling products
Best categories
Best suppliers
Carrier distribution
Newsletter
Shop search
Catalog evaluation
Stats on available quantities
Stats Dashboard

Settings

Graph engine
AML/ASP Charts
Grid engine
Simple HTML table display
Auto clean period
Newer

Save

Evaluation of available quantities for sale

ID	Ref.	Item	Available quantity for sale	Price*	Value
1	S&A-1	ABC-GEN0010L6	100	CAD93.00	CAD93.00
2		ABC-GEN11CAL-08802V1	0	CAD83.00	CAD83.00
3		ABC-GEN11CAL-T1388RCV2	0	CAD83.00	CAD83.00
4		ABC-GEN11CAL-T2388RCV3	0	CAD83.00	CAD83.00
5		ABC-GEN11CAL-08802V1	0	CAD83.00	CAD83.00
6	S18E2	ABC-GEN00000A	275	CAD83.00	CAD83.00
7	S18C1	ABC-GEN00000A	1000	CAD83.00	CAD83.00
8	S17D1	ABC-GEN00000A	2000	CAD83.00	CAD83.00
9		ABC-GEN00000A	0	CAD83.00	CAD83.00
10	S17A3	ABC-GEN00000A	13000	CAD83.00	CAD83.00
11		ABC-GEN00000A	0	CAD83.00	CAD83.00
12		ABC-GEN00000A	0	CAD83.00	CAD83.00
13		ABC-GEN00000A	0	CAD83.00	CAD83.00
14		ABC-GEN00000A	0	CAD83.00	CAD83.00
15		ABC-GEN00000A	0	CAD83.00	CAD83.00
16	S18E2	ABC-GEN00000A	1400	CAD83.00	CAD83.00
17	S18E2	ABC-GEN00000A	0	CAD83.00	CAD83.00
18	S18E2	ABC-GEN00000A	0	CAD83.00	CAD83.00
19	S18E2	ABC-GEN00000A	0	CAD83.00	CAD83.00
20	S18E2	ABC-GEN00000A	0	CAD83.00	CAD83.00
21	S17B3	ABC-GEN00000A	1000	CAD83.00	CAD83.00
22		ABC-GEN00000A	0	CAD83.00	CAD83.00
23		ABC-GEN00000A	0	CAD83.00	CAD83.00
24		ABC-GEN00000A	0	CAD83.00	CAD83.00
25		ABC-GEN00000A	0	CAD83.00	CAD83.00
26		ABC-GEN00000A	0	CAD83.00	CAD83.00
27	S17B3	ABC-GEN00000A	100	CAD83.00	CAD83.00
28	S17B3	ABC-GEN00000A	400	CAD83.00	CAD83.00
29	S17B3	ABC-GEN00000A	700	CAD83.00	CAD83.00
30	S17B3	ABC-GEN00000A	800	CAD83.00	CAD83.00
31	S17B3	ABC-GEN00000A	900	CAD83.00	CAD83.00

USAGE AUDITS

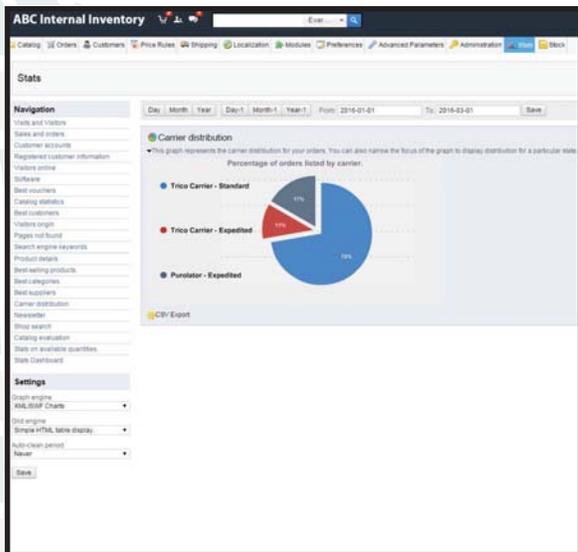
As our team gets to know your materials, and as item usage history accumulates in our system, every six months our team will meet with you to analyze item usage and identify ways to save even more time, trouble, and costs.

SUPPORT FOR LOCAL COPY PARTNERS

Managers at each office can place orders to be shipped directly to their local copy/print shop. We can even give your most trusted shops their own ordering account, with restricted permissions so they can only view and order certain items, or order only up to certain quantity limits.

COPYING, DIGITAL PRINTING & BINDING

With complete digital copying and printing facilities and teams at our offices in Montreal, Ottawa, and Kingston, we can also be the go-to source for short-run document copying, printing and binding for your offices in these cities.



BENEFITS FOR YOU AND YOUR TEAM

ELIMINATE SHORTAGES OF KEY MATERIALS

Our backup inventory, usage tracking, and inventory notifications will ensure your team always have the supplies they need.

SAVE TIME

With us in your corner, you can spend less time managing your “supply chain” and stay focused on higher priorities.

SAVE MONEY

Less staff time managing supplies, and more optimized quantities and unit costs, will let you deliver important savings to your organization’s bottom line.

SAVE SPACE

Our secure offsite inventory will reduce or eliminate storage issues at your offices.

OUR CREDENTIALS

Founded in 2000, TRICO Evolution has offices in Montreal, Ottawa, Kingston, and Vancouver, and we serve clients across Canada and in the northeastern US.

ISO 9001 CERTIFIED

We are certified annually by the International Standards Organization.

SECURITY

Our Ottawa warehouse and order fulfillment facility is a secure site with additional levels of secure production and storage to meet specific client requirements.

ENVIRONMENTAL RESPONSIBILITY

We are certified annually by the Forest Stewardship Council (FSC).

CONSULT WITH OUR TEAM

Contact us for a no-obligation consultation with one of our senior supply coordinators, to review and discuss your materials and requirements.



OTTAWA OFFICE
MONTREAL OFFICE
KINGSTON OFFICE
VANCOUVER OFFICE

T 613.736.7777
T 438.896.0375
T 613.548.4546
T 604.521.9210

Packaging & Logistics
Printing, Signage, and Display
Direct Marketing
Marketing Analytics & Insight

