



Optimus Print Solutions Limited  
Registered Office:  
2nd Floor  
Crusader House  
145-157 St John Street  
London EC1V 4PY

Registered in England no. 06813538  
VAT Reg No. 947673964

## **Optimus Print Solutions Limited**

### **Quality Assurance Policy**

Optimus Print Solutions Limited was established in 2009 to provide managed print services to private, public and corporate consumers. We are based in London and employ two people.

Quality is important to our business because we value our customers. We strive to provide our customers with products and services which meet and even exceed their expectations. We are committed to continuous improvement and have established a Quality Management System which provides a framework for measuring and improving our performance.

We have the following systems and procedures in place to support us in our aim of total customer satisfaction and continuous improvement throughout our business:-

1. regular gathering and monitoring of customer feedback
2. a customer complaints procedure
3. selection and performance monitoring of suppliers against set criteria
4. training and development for our employees
5. regular audit of our internal processes
6. measurable quality objectives which reflect our business aims
7. management reviews of audit results, customer feedback and complaints

Our internal procedures are reviewed regularly and are held in a Quality Manual which is made available to all employees.

This policy is posted on the Company Notice Board, on our website and can also be found in the staff handbook.

Though the Managing Director has ultimate responsibility for Quality, all employees have a responsibility within their own areas of work so helping to ensure that Quality is embedded within the whole of the company.

The policy review date is 05/04/2011

The board of Directors

06/04/2010