



7 REASONS TO DIGITIZE PAPER DOCUMENTS

BETTER FOR THE ENVIRONMENT 01



the average office worker goes through 10,000 sheets of paper per year

02 REDUCES COSTS

- ☑ a four-drawer cabinet takes up 9 sqft of office space and costs approx \$1,500 per year to maintain
- ☑ the cost of searching for a misfiled document is \$120
- ☑ it costs approximately \$250 to recreate the lost document



RISK MITIGATION 03



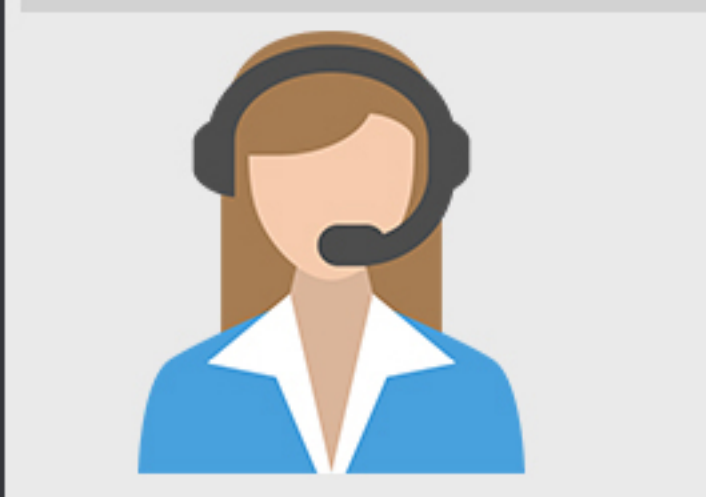
Millions of paper files are lost each year to theft, fire, severe weather, sprinkler damage, mold, and mildew or any other type of hazard that might occur in the workplace.

04 COMPLIANCE WITH GOVERNMENT REGULATIONS

The maintenance of a paper-based filing system that complies with regulatory requirements is expensive and burdensome. The use of scanning helps companies comply with government mandated initiatives (e.g., Sarbanes-Oxley, Paperwork Reduction Act, HIPAA, etc.) related to document retention and retrieval.



IMPROVES CUSTOMER SERVICE 05



Searching paper documents is time-consuming. It takes about 18 minutes on average to search for a paper document which can affect the response time to your customer.

06 INCREASES OFFICE SPACE

Document scanning reduces the amount of paperwork and unnecessary filing cabinets at your facility. When office space is freed up, companies can:

- ☑ Move to a smaller office and benefit from lower rental costs
- ☑ Recapture floor space for growth
- ☑ Reduce cluttered office environment



SECURE DOCUMENT STORAGE 07



Scanning offers improved security for your sensitive documents.

- ☑ Scanned documents can be securely stored in an online document management system, with security access at a user or role level.
- ☑ a full electronic audit trail with a detailed user access history automatic back-ups
- ☑ the choice of on-premise storage, remote storage and/or cloud storage