THE AVERAGE COMPANY...

- Makes 19 copies of each document
- Spends $20 in labor filing each document
- Spends $120 in labor searching for every misfiled document
- Loses 1 out of every 20 documents
- Spends 25 hours recreating each lost document
- Spends 100 hours per year searching for lost files
- It takes an average of 10 minutes per paper document to retrieve, copy, and re-file
- The average worker makes 61 trips to the fax machine, copier, and printer per week
- 7.5% of all documents get lost, 3% of the remainder get misfiled
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it

- Sources: Gartner Group, AIIM, US Dept of Labor, Imaging Magazine, Coopers & Lybrand

IN FACT, HANDLING REPRESENTS 88% OF THE COST OF A TYPICAL DOCUMENT. A recent cost analysis from Pitney-Bowes and Xerox places the total cost of handling and archiving a single paper document, during its complete lifecycle, at approximately $15 per item. The cost skyrockets to $75 when a physical archive search is required. At that rate, a company can spend as much as $250,000 per year managing documents.

Why a Document Imaging System?
How much is an out-dated paper filing system costing your company? When information is freed from the physical limitations of paper and converted into an electronic format, it becomes a more valuable strategic resource. Our Document Management Solution allows you to create electronic documents that can be viewed, searched, and printed from virtually any computer or printer while pages retain their original look and feel.

Reduced Cost
Document Management Solutions can help you reduce your costs, too. Employees can do things faster and accomplish more because they have quick and easy access to the information they need. It further cuts cost by eliminating printing and publishing costs for many things that exist in paper form today.

Improved Communication
Improved communication is often cited as one of the key benefits for installing a Document Management Solution, since it facilitates the communication and sharing between and among organizations. It helps to break down the barriers between different parts of the organization.

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