

The Paperless Office

Every day, paperless offices around the world are saving money, space, and boosting company productivity by moving away from paper-based systems.

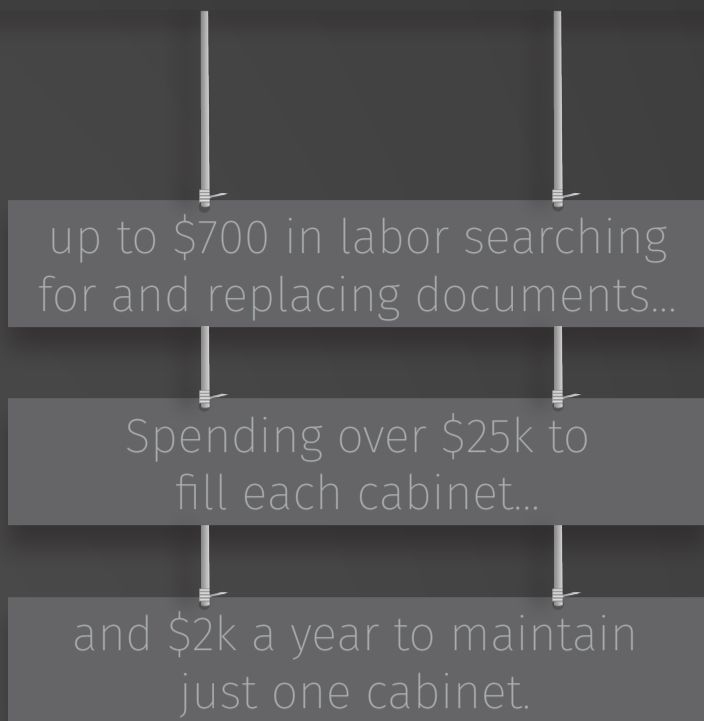
If you're not a paperless office yet, or even if you are, take a look at the statistics below and make sure you're getting the most bang for your buck.

What's it Really Costing You?

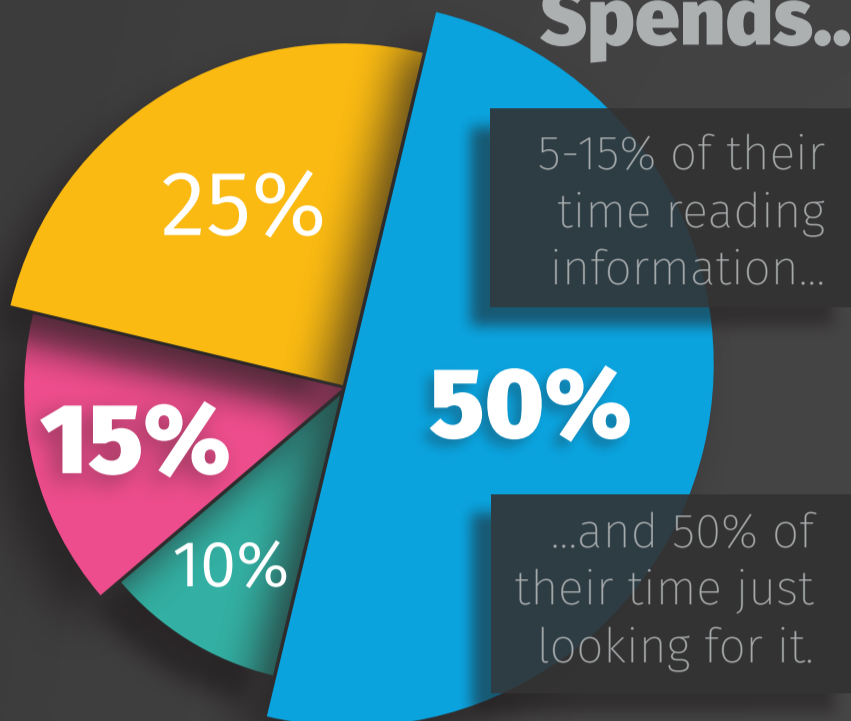


On average, 50% of knowledge workers' time is spent creating and preparing documents.

It takes 5 minutes to walk to the filing cabinet and find a document, do what's needed with it, and then return it.



The Average Employee Spends...



AND...

\$20 is spent to file and store a single document,



and it costs \$120 to find and/or replace misfiled documents.

And what if you store your files off-site?



- 1 Pickup service costs \$20, plus a \$3 per box handling fee
- 2 Regular Delivery Service costs an additional \$20, plus another \$3 per box handling fee
- 3 Rush Delivery Service costs an additional \$50, plus that pesky \$3 per box handling fee

So, what can you do?



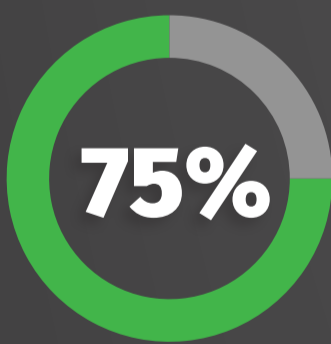
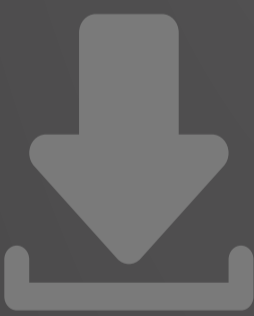
Scan and digitize your paper documents, contracts, bills, and more with your office multifunction printer.

And don't forget to recycle your paper once you've scanned it all!



Better still... pair your office copier or printer with a document scanning software to easily OCR, index, classify, and export documents for even more savings.

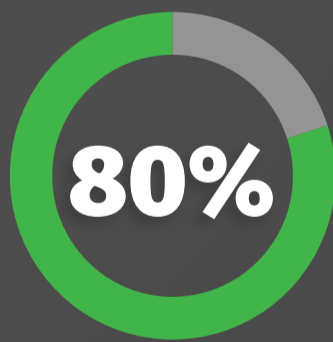
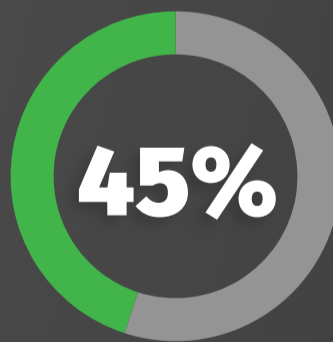
Install and use PDF editing programs



It might seem simple, but more than 75% of people from large organizations don't have pdf editors available to them.

Implement digital signing policies and procedures

45% of companies report that it takes over a week to get a contract signed.



eSigning reduces document turnaround time by 80%

Where else could you be saving?



Implement digital workflows to move documents through your office with digital software designed to store and route documents automatically. *Tip: look for software with mobile compatibility to ensure approval processes aren't held up while someone's out of the office.*

Use a document management system to securely store and easily search your digital documents. *Tip: look for software that integrates with other programs to save even more time and money.*



For more information about how to help your office go paperless, visit us at www.ademero.com or call us at 888-276-2914



Ademero software

*Statistics taken from IDC, The Gartner Group, PriceWaterhouse, Association of Information Professional, and Coopers & Lybrand