

Consider this...

After reading these industry facts, how could you not consider an electronic filing system?

- 90% of corporate memory exists on paper.
- 80% of company documents are stored on local hard drives and can't be easily shared unless they are printed, copied and distributed or emailed – a waste of resources.
- The average document is copied 19 times.
- **In the average office – of all the pages handled each day – 90% are merely shuffled. Paper shuffling is drastically reduced or eliminated when a document management system is used to access these pages.**
- There are more than 4 trillion pages of documents stored in offices around the country, and nearly 250 million pages of original documents are created each day.
- Add copies and computer printouts and the figure soars to an astronomical 3.4 billion pages per day, and more than 1.2 trillion pages of additional documents per year.
- Corporations average a per-page storage cost of 25 cents.
- An office with manual filing processes – housing seven clerks and 50,000 files – occupies 5,000 square feet. Digital storage can easily occupy less than one-tenth of that space.
- **A Price Waterhouse study required a paralegal to find 20 documents out of 20,000 filed. After 67 hours of searching, the paralegal found 15 of the requested 20 documents. Given the same task, an optical imaging system found all 20 documents in less than 3 seconds.**
- Companies spend \$20 in labor to file one document, and filing volumes double every 10 years.
- The percent of documents misfiled on a given day is 2-4 percent.
- Companies spend \$120 in labor to find one misfiled document.
- 7.5% of all documents are lost, and 3% of the remaining documents are misfiled.
- Companies spend \$250 in labor to reproduce one lost document.
- Professionals spend 40-60% of their time processing paper. 5-15% of their time is spent reading information. Up to 50% of their time is spent looking for the information.
- **A typical imaging solution can store 20,000 pieces of paper per gigabyte of hard drive space. An 80 gigabyte drive that can store 1.6 Million pages today costs less than \$100. The steep decline in the cost of technology is making document management practical and affordable for businesses of any size.**
- An electronic document management solution can:
 - Respond immediately to inquiries and be more responsive to customers.
 - Greatly increase processing capacity and efficiency.
 - Free up staff time for other important tasks by almost 50%.
 - Reduce file cabinets and storage space by 60-80%.
 - Provide a disaster recovery system for protecting document files.