

# Benefits of paperless productivity solutions

- 1 Eliminate expensive analog stations from the phone system and "POTS" lines from the phone company.  
*Savings: \$50-\$100 per phone line per month forever.*
- 2 Significantly reduce inbound and outbound "snail-mail" traffic; down-size and eliminate the mail room.  
*Savings: \$1.50 per document.*
- 3 Securely sign documents with a secure, encrypted, electronic, pre-scanned physical signature, then send as an E-Fax or encrypted PDF.  
*Savings: \$1.50 per document.*
- 4 Fax-enable multifunction devices by HP, Canon, Xerox, Sharp, and Konica Minolta, eliminating the need for analog phone-line drops and leveraging the scan capability to send paper faxes quickly.  
*Savings: \$50-\$100 per phone line per month forever.*
- 5 Eliminate consumables associated with sending out "snail-mail", inter-office mail, and paper fax, as well as receiving paper fax.  
*Savings: \$1.50 per document.*

[www.PaperlessProductivity.com](http://www.PaperlessProductivity.com) 888-838-0042

eForms - eScan - eFax - eRecords - eSignatures - eData Entry





**6** Eliminate manual data entry and data entry errors. Capture handwritten and typewritten information automatically and quickly from surveys, forms, invoices, and more.

*Savings: \$50-\$100 per phone line per month forever.*

**7** Automatically archive every fax, scan, document, or email, making all type-written and hand-written content fully searchable.

*Savings: \$1.50 per document.*

**8** Convert analog fax machines (even thermal fax machines) into scan-to-PDF devices.

*Savings: \$300 per Multi-Function Device per month for ever.*

**9** Eliminate Iron Mountain bill and associated effort (costs to Iron Mountain as well as additional costs such as employee time, consumables, and paper-centric devices).

*Savings: \$500 and 160 FTE hours per month for every 12 file cabinets.*

**10** Receive access to faxes and "snail-mail" documents from anywhere they receive their email (Outlook, Blackberry, Smart Phone, Lotus Notes, Web).

*Savings: \$1.50 per paper document sent or received.*

**“ Every misfiled document is estimated to cost US \$125.00 in lost productivity. ”**

*(Source: Dr. Nick Bontas, Fortune Magazine)*

**“ On average, professionals spend 50% of their time looking for information. ”**

*(Source: Gartner Research)*

**“ 15% of all paper handled in a typical business gets lost. ”**

*(Source: Delphi Group)*

**“ Every 12 filing cabinets require an additional employee to maintain. ”**

*(Source: GIGA Features)*

**“ 90% of your company's memory exists on paper. ”**

*(Source: AIIM)*

**“ One tree removes 1 ton of CO2 from the atmosphere every year. Each tree on average produces 17 reams of paper. ”**

*(Source: Dr. Nick Bontas, Fortune Magazine)*

Become Paperless Today ~ (888) 838-0042  
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