



Why image? Just the facts...

Here is what industry analysts have to say about today's paper-based business practices...



- 90% of all documents each day are merely shuffled.
- Gathering and transferring paper documents consumes 90% of typical office tasks.
- Workgroups lose 15% of all documents that they handle.
- They spend 30% of their time trying to find them.



Nolan Norton Institute... in an *imaging* environment (as compared to paper):

- Productivity per employee jumps 25-50%.
- Transaction time drops 75% or more.
- Cost savings for reductions in storage space requirements range from 50-80%.



- Companies make 19 copies of each document.
- 7.5% of all documents get lost *completely*.
- Companies spend \$20 on labor to search for misfiled documents and \$250 on labor to recreate a lost document.



- Companies spend 5% of their total time filing costs on equipment, 20% on space, and 70% on salaries.
- A typical four-drawer file cabinet holds 15,000 – 20,000 pages, costs \$25,000 to fill, and \$2,000 per year to maintain.



Electronic document management can:

- Double or triple your processing capability.
- Cut staff time up to 50%.
- Reduce document storage space by as much as 60-80%.



U.S. Department of Commerce, Bureau of Industry and Security (BIS): 90% of corporate "memory" resides on paper.

– Lee Mantel
Imaging Buyer's Guide
Flatiron Publishing, NY, 1995
ISBN-0936648678