

# Document Imaging Solutions, Inc.

Bringing digital imaging systems to a new standard

## Cut Costs & Increase Productivity

### Cut Costs and Increase Productivity

While many organizations have taken advantage of the cost-saving benefits that computer networks offer, between 85% and 90% of corporate information is not accessible through these networks because it still resides in paper documents. Inherent in these paper-based systems are wasted man hours spent filing, searching, retrieving, and re-filing these documents. In a business environment where organizations are looking for ways to cut costs and increase productivity, antiquated paper filing systems need to be replaced with a document imaging system. The benefits inherent in electronic documents that are exact replicas of their paper counterparts cannot be ignored. When information is freed from the physical limitations of paper, and converted into an electronic document, it becomes a strategic resource. The time saved retrieving electronic documents is enormous. The cost of ignoring this problem can literally be hundreds of thousands of dollars that could otherwise go directly to the company's bottom line.

### There is an Extensive Cost to Operate and Maintain a Paper-Based Filing System

One industry that has analyzed the cost of paper-based systems extensively is the healthcare industry. Study after study reveals that in a highly organized patient record system, with a dedicated person pulling and filing patient records, it takes six minutes on average to pull and re-file a chart.

If we to apply the same efficiencies to organizations outside the healthcare industry, we begin to understand the cost of maintaining a paper-based filing system. Every time an important paper document is received or produced within an organization, it is ultimately filed. This happens with accounting records, job files, personnel records, human resource records and so on.

### How to Analyze Your Costs

Due to the constant influx of multiple office personnel retrieving and returning documents in a paper-based filing system, instead of just a single dedicated person, we seldom analyze the cost of our paper-based filing system. It is an eye-opening experience when one does analyze the cost. Assume that you receive **200 important paper documents daily** for filing. 200 documents x 6 minutes each to file = 1,200 minutes

- *The time saved by office personnel using DIS-Imaging™ is enormous.*
- *Six minutes on average to pull and re-file a chart in a highly-organized filing system.*
- *DIS-Imaging™ allows you to store 2,667,000 documents on 80 gigabytes of hard drive costing about \$250.*



**High-speed scanners electronically duplicate paper counterparts at fifty pages per minute!**

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daily / 60 minutes per hour = 20 hours x \$15 per hour (including SS and benefits) = \$300 per day x 260 days a year = **\$78,000 per year.**

In the previous example, we used a highly efficient filing system. However, in a paper-based filing system, documents often cannot be found. According to a study by Cooper & Lybrand, one out of every ten documents is a problem; sitting on someone's desk, misfiled, removed from the office, or simply requires more time to find. This dramatically increases the costs involved in using a paper filing system, and decreases the overall efficiency of the organization. With DIS-Imaging™, lost and misplaced documents are a thing of the past.

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### Save Storage Costs

One of the fundamental problems with a paper-based filing system is the cost of storing paper documents. In addition, paper documents can only be in one place at one time, requiring office personnel who need to share documents to typically make their own copies. According to Cooper & Lybrand, the average document gets copied 19 times, and usually these copies also get filed. All of this adds up to additional storage costs.

**What is paper document storage costing you?** DIS-Imaging™ allows you to store 333,000 documents on 10 gigabytes of hard drive costing about \$125, which is equivalent to 37 file drawers full of paper. A simple comparison tells the story; contrast the one time charge of \$125 to the annual cost of creating and maintaining 37 file drawers.

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### Immediate Access to Information When Needed

In most organizations, numerous people need access to the same document. In a paper-based system, when a file is removed from the filing cabinet, work is interrupted for everyone else who needs access to that file.

This problem can be eliminated with DIS-Imaging™. Allowing multiple users to access electronic PDF documents at the same time makes information flow more freely using DIS-Imaging™. The benefit is straightforward: immediate access to documents results in higher office efficiency. The ability of DIS-Imaging™ to cut costs and increase productivity is simply unparalleled by any other cost reduction strategy.

- *At 200 documents per day, a paper filing system is costing a company \$78,000 per year.*
- *With DIS-Imaging™, lost and misplaced documents are a thing of the past.*
- *Allowing multiple users to access electronic PDF documents at the same time makes information flow more freely using DIS-Imaging™.*



**Store 23,000 PDF documents on a CD costing under one dollar!**

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