

Achieve Huge Savings with Document Imaging

Below are some areas that you may consider for achieving great savings with a document imaging solution:

- **Quick File Retrieval** - Rapid file retrieval times for in-house and archived files
- **Multiple user access** - Allows multiple users to simultaneously access the same document - no need to print and distribute multiple copies internally
- **Increased Productivity** - Allows increased productivity around shared documents with an audit trail
- **Employee efficiency** - Instant document access saves employee hours, allowing employees to focus on other work
- **Guaranteed Filing Consistency** - Reduced input typing via OCR and advanced templates for guaranteed filing consistency and accuracy
- **Lost or misplaced documents** - Never lose a document again with electronic document imaging
- **Reduced Paper Handling Costs** - Printing, mailing, faxing, special delivery costs can be reduced and/or eliminated
- **Reduced storage costs** - Eliminate paper and filing cabinets
- **Document access** - Document access and availability by employees, customers or vendors via email, fax, Internet
- **Remote access to documents** - No longer need to overnight or courier documents to remote locations that could be accessed online
- **Sending documents** - No longer need to fax, mail, or arrange overnight delivery ...can now email and fax instantly from workstation
- **Reduced Real Estate Costs** - Cost and use of file cabinets greatly reduced or even eliminated
- **Reduced Real Estate Costs** - Real estate costs devoted to file cabinets greatly reduced or eliminated
- **Eliminate off-site storage** - Cost of off-site storage eliminated because documents and files are stored electronically
- **Reduced Office Supply Costs** - Reduce your use of office supplies such as paper, paper clips, staples, folders and therefore reduce costs
- **Safety from disaster** - Automatic back-up documents for safe offsite storage
- **Making better decisions more quickly** - Instantly and easily find documents allowing for improved customer service
- **Reduced litigation support** - Meet statutory obligations by implementing a document imaging strategy
- **Legal mandates and Regulatory compliance** - Sarbanes-Oxley, SEC Rule 17, HIPAA, Graham-Leach-Bliley and others
- **Improved security** - Prevent unauthorized access to sensitive documents

