Are you **Throwing Money** away?
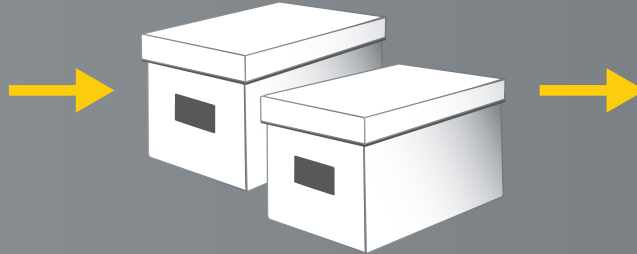
True Costs of Paper

The average office worker **uses 10,000 sheets** of copy paper each year.
- reduce.org

10,000 equals about 2 cases of paper per employee. With an average price of $40 for a case of copy paper, this is an **$80 annual cost per employee.**
- quepublishing.com

That's 4 million tons of copy paper used **in 1 year in the US alone.**
- paperkarma.com

True Costs of Labor

The average organization **spends about $20 in labor** to file each paper document.
- PricewaterhouseCoopers

18 minutes is the average search time **for a document.**
- The Paperless Project

It costs **$120 in labor to search** for each misfiled document.
- PricewaterhouseCoopers

Large organizations lose a document every **12 seconds.**
- The Paperless Project

It costs **$220 to recreate** each lost document.
- PricewaterhouseCoopers

True Costs of Storage

One standard five-drawer filing cabinet costs about **$1,000.**
- Square 9 Softworks

50–70% of office space is still dedicated to **filing and storage** of documentation.
- quepublishing.com

About 50% of the files in those cabinets are **duplicated information** and **80%** is never accessed again.
- Square 9 Softworks

What is ECM?

"Enterprise Content Management (ECM) is the **strategies**, **methods** and **tools** used to **capture**, **manage**, **store**, **preserve**, and **deliver content** and **documents** related to organizational processes."

ECM tools and strategies allow the management of an organization's unstructured information, wherever that information exists.

- AIIM

How does it work?

Your massive collection of data resides in two formats: paper and electronic. Both can be effectively and **securely** managed inside a successful ECM system, but they each follow a certain lifecycle.

On-Premise ECM vs. Cloud ECM

"BUY"

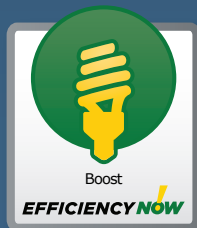**Securely** store data on your own servers and corporate network.

"RENT"

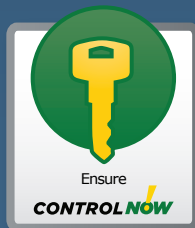Access your data via a **secure** internet connection, on your cloud provider's servers.

Improve your *efficiency*, enhance *control*, and save *money* with
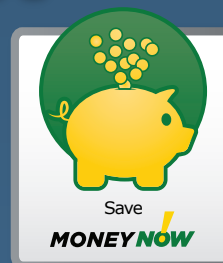
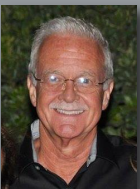## ECM NOW™

Boost
EFFICIENCY NOW

Ensure
CONTROL NOW

Save
MONEY NOW

"We specifically chose PaperVision® Enterprise because it could be used across a very broad range of industries. The **value for the price** was extremely **impressive**, and **our return on investment is the highest** of all our service offerings. PaperVision Enterprise offers the **very best value and features** for our service bureau and end users that money can buy."

DIGITECH
SYSTEMS