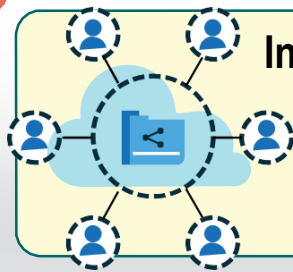


10 Reasons to Digitize



Information Sharing

Digital document management allows your team members to read, share, and modify the same document.

Reduce Storage Space



Reduce expensive office and warehouse space by converting paper to electronic files.

Security



Electronic data can be encrypted so that even if it's copied or stolen, the information can be protected.

Preserve Historic Documents



Preserve documents such as old books, letters and photos by scanning them.

Cost Saving



Eliminate paper and reduce operating expenses by as much as 25%.

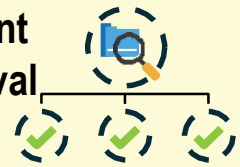
(Source : Deloitte Is it time to go paperless?)



Supports mobility

Work out-of-office or on-the-go with access to documents almost anywhere.

Efficient Retrieval



Employees spend 3 hrs/week finding archived paper. Reduce time wasted by using digital files

(Source : IDC Proving the Value of Content Technologies)

Prevent Document Loss

15%

of all paper documents are misfiled or misplaced.

(Source : Coopers & Lybrand)

Environmentally Friendly

45%

of paper printed in offices ends up in the trash. Share documents digitally instead.

(Source : The Paperless Project)



Disaster Recovery



Store scanned images offsite as part of your fire, flood or theft recovery plan.