

WHY BUSINESSES EMBRACE SCANNING SERVICES

More Office Space | Fewer Storage Costs | Better Disaster Recovery



Hard copy document is **received**.



File is prepped, scanned and goes through **quality assurance**.



Hard copy is **stored, returned to business or destroyed**.



Digital file is indexed and imported to **secure servers**.

Save Time Finding Documents

7.5%

of all physical documents get lost.

3.5%

of the remainder get misfiled.

Eliminate the Labor Cost of Looking for Them

\$20

Approximate cost of filing a document manually.

\$120

Approximate cost of finding a misfiled document.

\$220

Approximate cost of reproducing a lost document.

Boost Productivity

Users spend **5 to 15%** of their time reading information and **50%+** looking for it.

5-15%

50%+

Save Money on Storage & Declutter Desks

Paper, in an average business, grows by **22%** each year. A paper archive will double in **3.3** years.

Save Space

One 100GB disk drive holds information contained in **110 four-drawer filing cabinets** saving small businesses an inordinate amount of space.



=



x 110

Greater Natural Disaster Protection

3%

3% of document losses due to **natural disasters**.

7%

7% due to **viruses and security breaches**.

32%

32% due to **human error**.

Easy Sharing & Reduction of Employee Frustration

Multiple users have immediate access via **computer, cloud or email**. Version can be tracked to ensure users have the latest one.

Greater Control

84% of employees send classified information weekly or daily.

32% of companies strictly enforce their security policies.

To inquire about scanning, please email: scanning.info@kmbs.konicaminolta.us