

# Are you **Throwing Money** away?

## True Costs of Paper



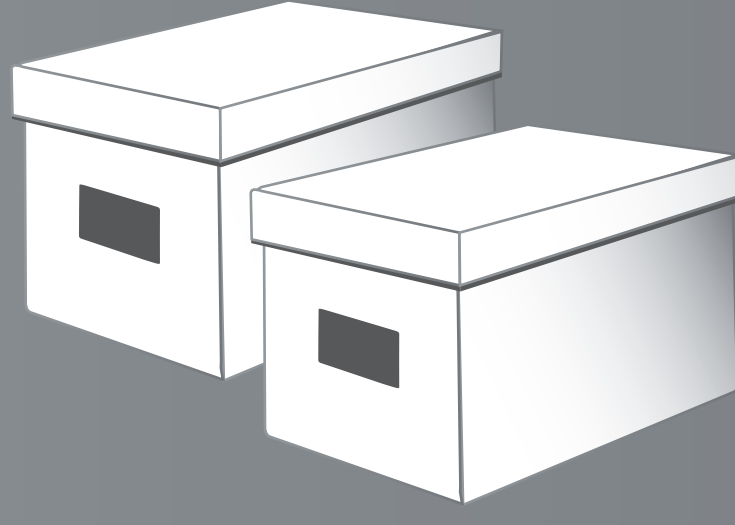
10,000 equals about 2 cases of paper per employee. With an average price of \$40 for a case of copy paper, this is an **\$80 annual cost per employee.**

- quepublishing.com



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

- reduce.org



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

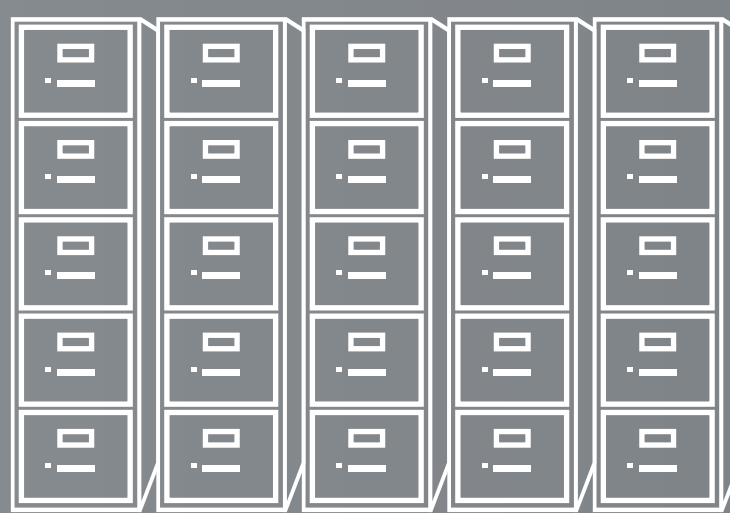
It costs **\$220** to recreate each lost document.

- 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.

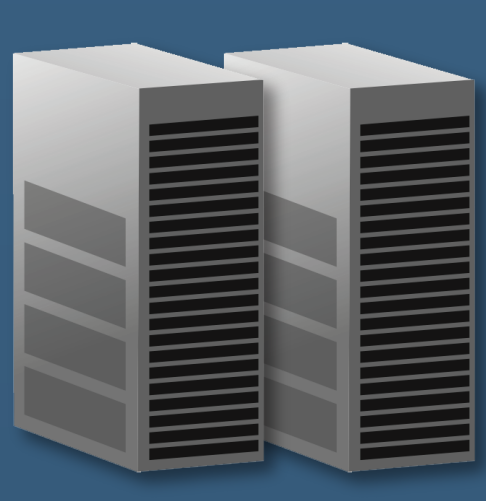
ECM tools and strategies allow the management of an organization's unstructured information, wherever that information exists.

- AIIM

## How does it work?

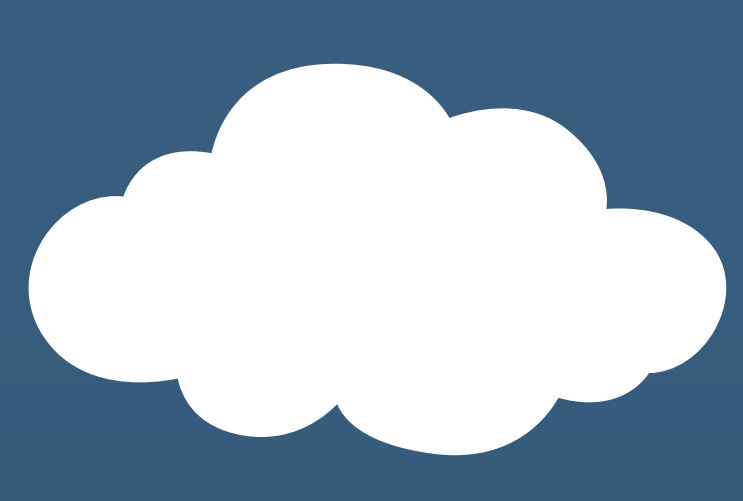
Your massive collection of data resides in two formats: paper and electronic. Both can be effectively and **securely** managed inside a successful ECM system, but they each follow a certain lifecycle.

### 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

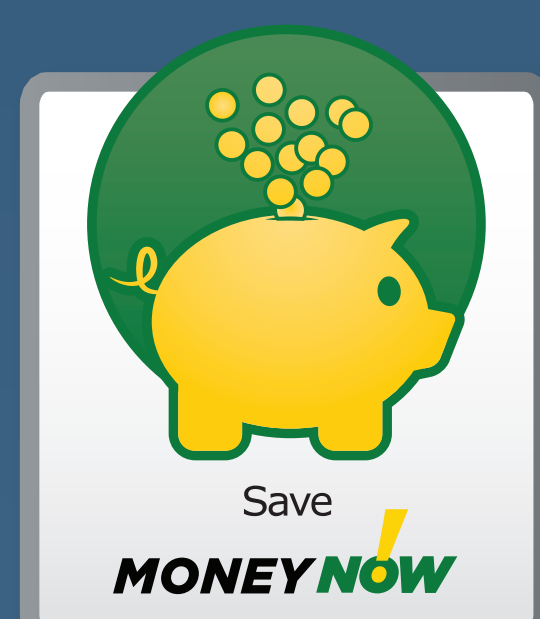
# ECMNOW™



Boost  
**EFFICIENCY NOW**



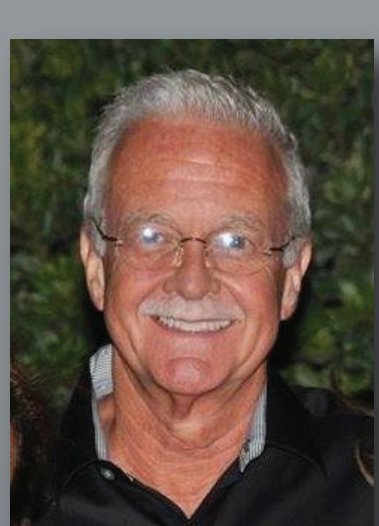
Ensure  
**CONTROL NOW**



Save  
**MONEY NOW**



RSRS – Record Storage & Retrieval Services Inc.  
Telephone: 1-888-563-3732  
Email: info@rsrs.com  
Web: www.recordsolutions.ca



"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."

- Mark Riggsbee, President, CST Data

