

# 10 Reasons to Digitize



## Information Sharing

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

## Reduce Storage Space



Digitization can help to reduce expensive office and warehouse space.

## Security



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

## Preserve Original 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 3hrs/week acquiring paper archives. Reduce time wasted by using digital files.

(Source: IDC Proving the Value of Content Technologies Study)

## Prevent Document Lost

# 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)

## Back Up Digitally



### In Case of Emergency

Unexpected disasters such as a fire, flood or theft, can cripple a company.

