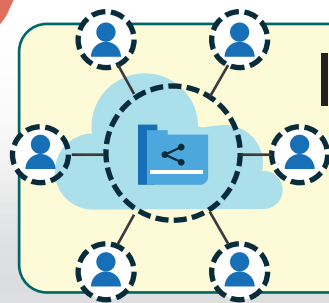


10 Reasons to Digitize

Your Paper Documents

ScanSnap



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%.

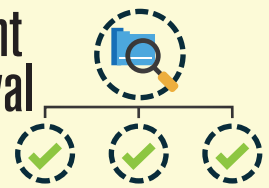
(Source: Deloitte Is it time to go paperless?)

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.

