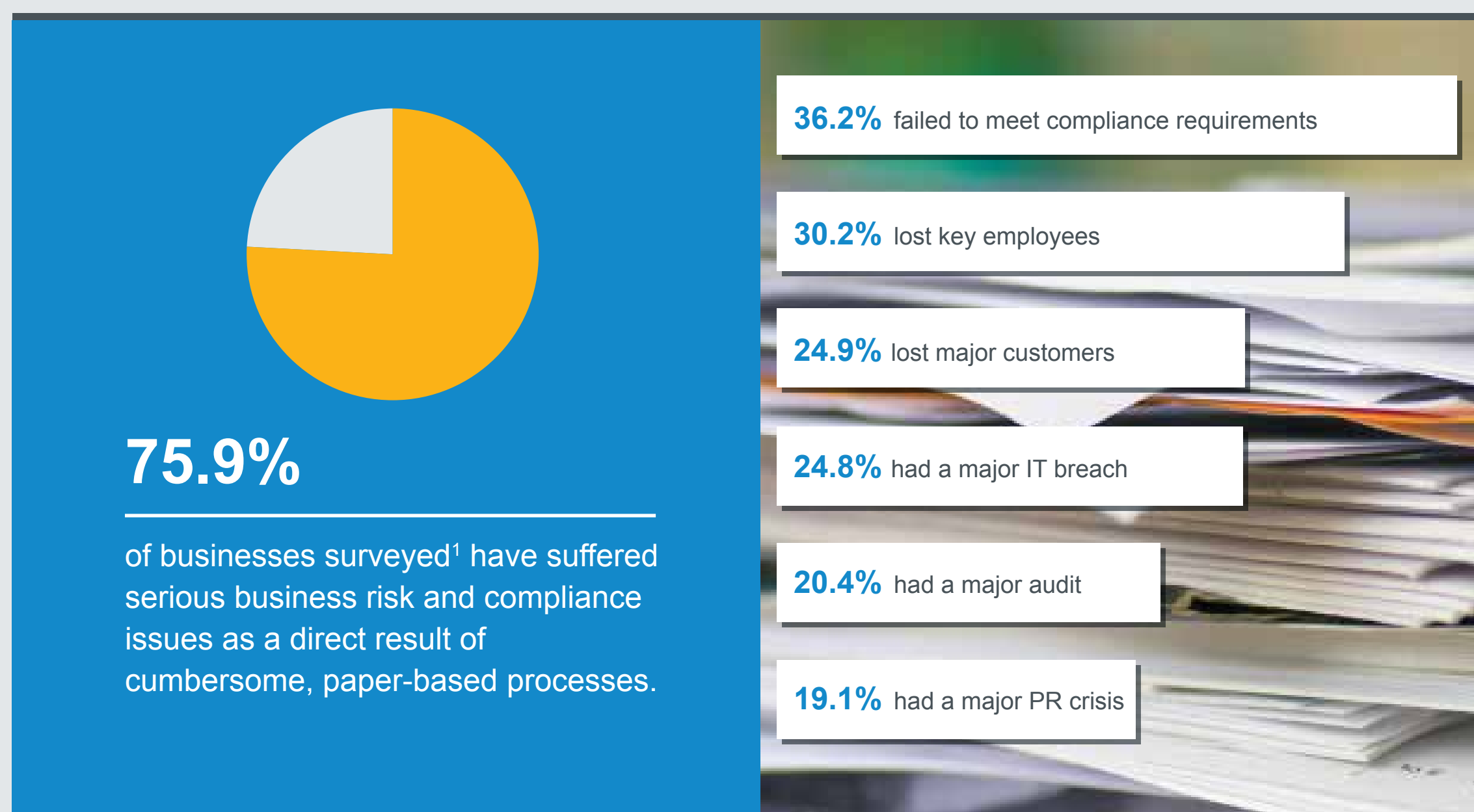


Is Paper Silently Killing Your Business in the Digital Age?

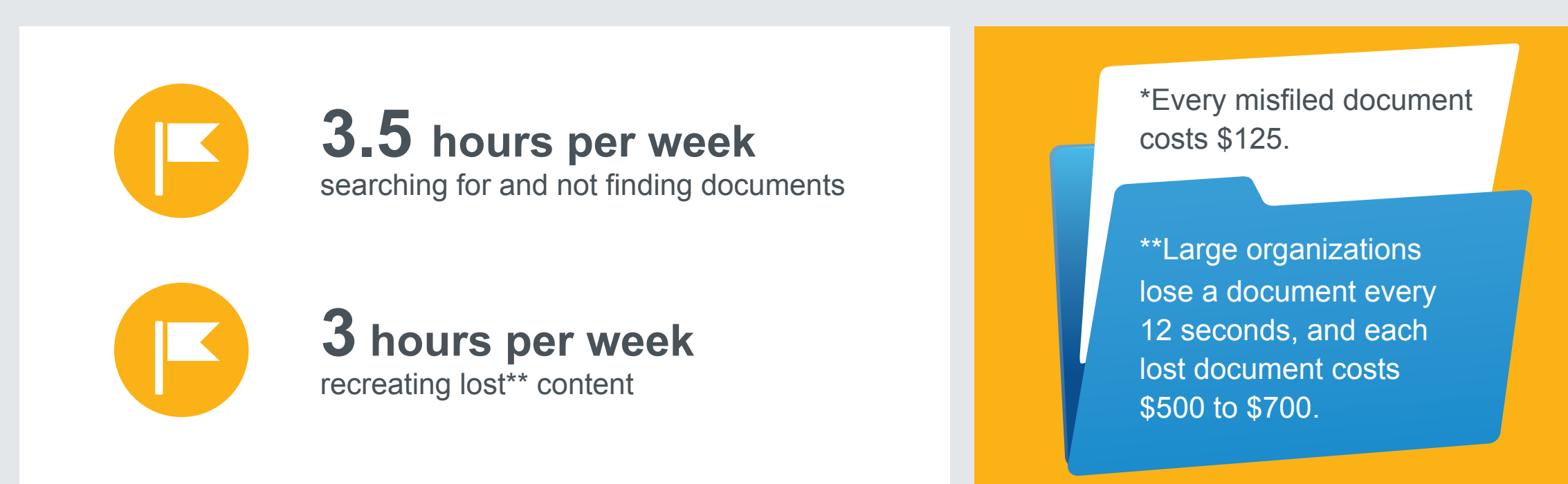
Antiquated Document Practices Negatively Impact the Top and Bottom Line



¹ http://services.ricoh.com/images/uploads/literature/knowledge_center/IDC_Risk_WP_Ricoh_Eng.pdf

Paper Documents: Red Flags on Productivity and Responsiveness

Average hours² wasted weekly by employees looking for misfiled* documents:



² IDC Report

Streamlined Processes - Paper = A Better Customer Experience



³ <https://acrobat.adobe.com/content/dam/doc-cloud/en/pdfs/dc-adobe-document-disconnect-whitepaper-global-ue-final.pdf>

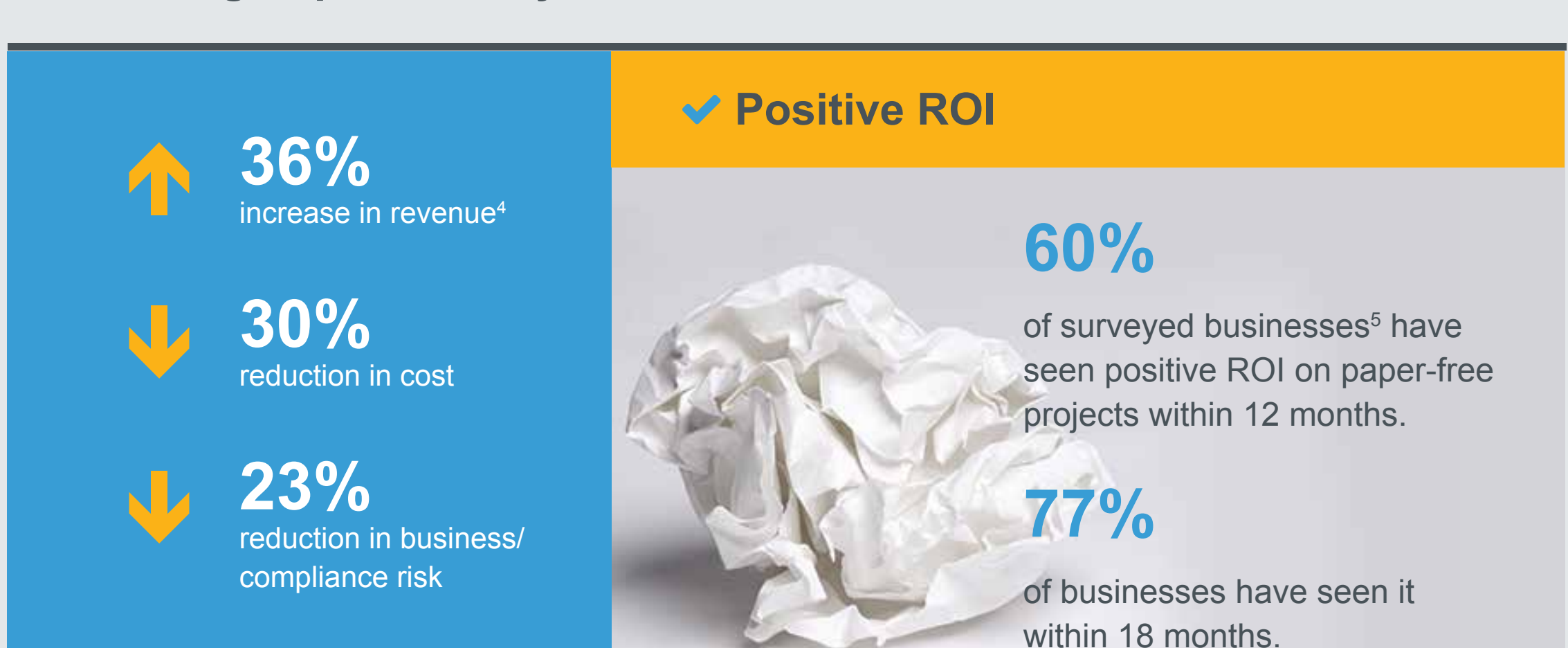
Paperless Processes Boost Results across the Business

- Sales and Order Management**
 - Easier, faster access to proposals and presentations
 - Improved productivity with mobile access to client data
 - Streamlined order processing across departments
- Accounting**
 - Faster invoice processing and increased cash flow
 - Streamlined approval processes
 - Greater ease in meeting compliance requirements
- Customer Service**
 - Faster and smoother response to customer inquiries
 - Complete customer and case files
 - Improved self-service with online information retrieval
- Human Resources**
 - Smoother employee onboarding experience
 - Reduced administrative overhead managing paperwork
 - Easier processes make HR a better partner to the rest of the business
- Production, Logistics and Quality Control**
 - Automated and coordinated order processing, production, shipping and receiving
 - Faster shipping claims and reconciliation process
 - Improved quality control and compliance with better management of SOPs, designs, quality control data and regulatory documentation

Real-Life Examples: The Impact of Going Paperless

<p>An accounting firm</p> <p>digitized accounting documents and client information through a self-serve access portal that enabled the firm to process 66% more documents through more transparent transactional processes.</p>	<p>A manufacturing company</p> <p>reduced paper in customer-centric processes and realized an immediate cost savings of \$47,700 a year, achieved by digitizing and automatically routing purchase orders.</p>
<p>A network of insurance agents</p> <p>eliminated the physical printing and mailing of 4,000 pieces of paper per month through an electronic process that saved 200 working hours a month and allowed them to add three new sales positions.</p>	<p>A mechanical engineering firm</p> <p>implemented paperless processes and started saving 15 hours of filing per week, equal to .5 hours per employee every day.</p>

How Going Paperless Pays Off



Stop Paper-Based Processes Dead in Their Tracks:
Learn How to Go Paperless in 90 Days

» Download Free Guide

⁴ <https://acrobat.adobe.com/content/dam/doc-cloud/en/pdfs/dc-adobe-document-disconnect-whitepaper-global-ue-final.pdf>

⁵ AIM Industry Watch Whitepaper - Paper-Free Progress 2015: Measuring Outcomes