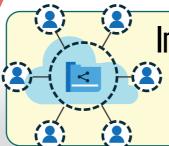
10 Reasons to Digitize

Your Paper Documents

ScanSnap



Information Sharing

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

Reduce Storage



Reduce expensive office and warehouse space by converting paper to electronic files

Security

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

Preserve Historic



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?)



Work out-of-office or on-the-go with access to documents almost anywhere.

Efficient Retrieva







Employees spend 3hrs/week finding archived paper. Reduce time wasted by using digital files.

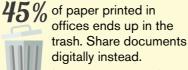
Prevent Document Loss



of all paper documents are misfiled or misplaced.

(Source: Coopers & Lybrand)

Environmentally Friendly



(Source: The Paperless Project)

Disaster Recovery





Store scanned images offsite as part of your fire, flood or theft recovery plan.