

***Don't Let your paper files consume your money. Let Smart Solutions accomplish the job for you!!***



***Are your paper processes costing you money?***

## ***The Impact of Inefficiency***

- Do you still use manila folders, pendeflex, redwell files and file cabinets?
- Did you know your staff will spend 50% of their time searching for files?
- The average file is copied 19 times.
- The average cost to file a document is \$20, 7.5% go misplaced for a cost of \$120, and 3% go lost and to replace, \$220.
- 70% of businesses are out of business within a year after incurring a disaster (fire, flood, hurricane, theft or sabotage.)
- **DO YOU KNOW HOW MUCH THIS IS COSTING YOUR COMPANY EACH YEAR?**

The benefits of implementing a document management strategy have been well detailed at this point. For years independent consultants like Price Waterhouse Coopers and the Gartner Group have been providing metrics on the many advantages including reduced print, storage and clerical costs. These studies have also clearly illustrated our propensity for losing critical documents and the high costs associated with re-creating them. The benefits of automating repetitive business processes while enforcing business rules through workflow are also unquestionable. Don't wait any more, it's costing you more money than you think!!!

***“Don't be a paper hoarder.....Let us scan it.”***  
**Onsite & Off-Premise Document Scanning Service.**

Office | 973-227-4000 | Direct 973-227-4001 | Fax 973-227-4005  
Office & Showroom • 330 Fairfield Road, Fairfield, NJ 07004  
Billing & Remittance • PO Box 11238, Fairfield, NJ 07004  
agent86@getsmart1.com • [www.getsmart1.com](http://www.getsmart1.com)