

5 WAYS

YOUR DOCUMENTS ARE COSTING YOU

*Did you know that the average office worker uses **10,000 sheets of paper** each year?¹ That's two full cases of paper per employee at an average annual cost of **\$80**.² If your office has **100** employees, that's **\$8,000** on paper alone. But the costs extend far beyond just purchasing paper. Here are five ways your paper documents are costing your business.*



- **80%** of business information is still paper based in most organizations.



- The costs of using paper in the office can run **13** to **31** times the cost of purchasing the paper in the first place.³



- **45%** of paper printed in offices ends up trashed by the end of the day.⁴



- The average document is copied **10** times.⁵

¹ Illinois Library

² SidmartinBio

³ Illinois Library

⁴ Blogs@NTU

⁵ PricewaterhouseCoopers

5 WAYS YOUR DOCUMENTS ARE COSTING YOU



1. PAPER COMES WITH EXTRA COSTS

Where there's paper, there's additional costs: printers, toner cartridges, shredders, staples, paperclips – the list goes on. Typically, the larger your company, the more you'll spend on office supplies. Looking for a file cabinet with four drawers? This can consume up to nine square feet of office space and cost your company roughly \$1,000 annually to maintain.



2. PAPER SLOWS DOWN PRODUCTIVITY

Paper requires dedicated labor that lowers your overall productivity. It costs an estimated \$20 in labor to file one document. Also, the average office employee spends 90 minutes a day (six weeks per year) looking for paper files, while the typical manager wastes 150 hours a year (almost an entire month) searching for lost information.



3. PAPER POSES SECURITY ISSUES

Paper documents aren't always secure – even in your own office. Paper makes it easier for unauthorized people to access sensitive data without your knowledge. That puts your organization at risk of fraud, identity theft, and other harm. And if data is stored on paper, you can face compliance risks. The average cost for organizations that experience compliance problems is nearly \$15 million, a 45% increase from 2011.



4. PAPER IS SUSCEPTIBLE TO DAMAGE

Physical documents are prone to coffee spills, tears, ink bleeds, and smears, not to mention fires, floods, and other disasters. If you don't have copies, essential information could be lost forever.



5. PAPER INCREASES ERRORS AND LOSSES

Paper-based document management involves a lot of manual input and a high risk for human error. A single misfiled document sets your company back \$120, and it takes \$220 to recreate every lost document. Lost or misplaced documents can cause payment and delivery delays. If you're in healthcare, lost documents may even lead to costly penalties.

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READY TO DITCH YOUR PAPER WORKFLOWS?

Take the first step to a paperless office with ARC's low-risk document scanning solution, Scan-by-the-Box. For just \$199 a box, you can easily digitize your paper files and improve efficiency.