Graphic Sciences
scanittoday.com
Helping the World
Become Paperless

15 Reasons Why Becoming Paperless Can Be Good For You!

1 The distribution of paper throughout any office is a costly task. Incoming and existing paper documents can be scanned, stored and distributed electronically. *Fast to find. Fast to distribute. No need to re-file. No chance to lose or miss-file.*

2 Responding to internal and external inquiries can be most efficiently accomplished by having images available at the desktop or handheld device. Answers can be provided without call backs and document copies can be sent in seconds.

3 Working off site can be made much easier when scanned paper files can be accessed remotely. *No need to have office staff retrieve and send documents. No unnecessary trips back to the office.*

4 Document retention/destruction requirements can most easily be made via electronic deletion of files. *No need for overtime work to prepare documents for destruction.*

5 Scanned documents offer greater protection from disaster since images can be backed up and secure. *Backup files are can be available on demand.*

6 The annual task of making room for the current year's documents can be avoided by eliminating the expense and space consumption of traditional file cabinets. *Physical purging and staging documents for destruction can be done at the desktop.*

7 Space constraints associated with traditional paper filing can be relieved by converting paper documents to digital images. *Imagine the space that can be made available when filing cabinets can be removed.*

8 Office relocations can be most easily be accomplished when files formerly in paper form are converted to digital images.

9 Office relocations can be avoided entirely by reducing the footprint of file cabinets and office staff.

10 Simple disciplines that can be applied to digital imaging can virtually eliminate misfiles.*Bar code indexing of documents can be more accurate and require less labor.Data entry and verification (double entry) is far more accurate than manual filing of documents or file folders.*

11 Digital images can be viewed from multiple locations this eliminating "Out" files.

12 Digital files can be annotated indicating changes in process etc.

13 Digital images can provide an accurate tracking for reference activity.

14 Re-filing associated with traditional paper files can be eliminated.

15 More work can be accomplished with less labor thus allowing painless growth or staff reduction.