

## 10 Reasons Why Your Business Should Go Paperless

**1 Easy storage:** With a document management system in place, all paper documents that come into your office are immediately scanned and electronically stored.

**2 Automatic audit trail:** Increasingly, businesses need to adhere to strict guidelines on compliance and need to store records for many years. Everything coming in is tracked—automatically generating audit trail.

**3 Time savings:** Never waste time looking for documents. A simple search can be done to retrieve all related documents. You and your auditors will have documentation in seconds.

**4 Simplify business processes:** With a digital document management system, you can simplify many business processes. Users can process & authorize tasks & transfer data with the touch of a button, eliminating paper bottlenecks that slow you down.

**5 Accessibility:** Create security settings and give all authorized users the ability to view the same document. This makes it easy when more than one user needs access to a single document, or in cases when the company has multi-locations.

**6 Business development:** With time saved, executives can spend their time more productively, on developing new business. According to a Gartner survey, 30% of business managers and directors would spend the time they save on business development.

**7 Security:** Store all documents on secure servers. This means that only authorized users are able to retrieve the documents, making it more secure than paper, which could fall in the wrong hands.

**8 Improve customer service:** Access all customer data, retrieving information such as customer orders & documents, allowing your business to proactively provide customer service, & respond to enquiries faster.

**9 Environmentally friendly:** Going digital/paperless will result in fewer photocopies, reducing paper consumption, and expense at the same time.

**10 ROI:** Businesses do not need to spend a lot of capital & total cost of ownership is low at all price points. Add the efficiency gains and it is typical to see ROI in as little as 6 months.

