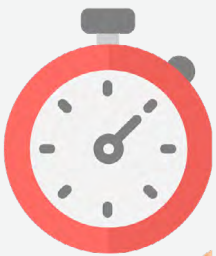




Benefits Of Going Paperless

Paper documents have been a staple in offices for decades. It's becoming increasingly apparent to businesses that printing documents are a costly and inefficient method for organizing and storing information. Utilizing a document management system, or going paperless, allows businesses to manage and access all their information in one central, secure location.

Six Reasons Businesses Are Cutting Out Paper:



1. Saves Time



2. Saves Money



3. More Space



4. More Secure



5. Sustainability



6. Easy Access

Tips For Transitioning Into A Paperless Business:

- The average office worker uses roughly **10,000 sheets of paper per year**.¹ Making the simple switch to cloud-based documents can help reduce the usage of paper.
- Work with an online payroll provider and utilize direct deposit or global cash cards instead of handing out paper checks to every employee.
- Outsourcing your printing and mail can lower paper usage, printing costs, and increase office space.



Source: 1. EPA.gov, The Benefits of Automatic Duplexing

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