

“Cost of Manual Processes”



- Employees spend 500 hours a year (a quarter of each day!) searching for files and information
- A misplaced document costs \$120 in expenses and lost productivity
- A filing cabinet costs \$25,000 to fill and \$2,000 annually to maintain

Source: Benchmark Consulting International



Loss of “Time and Money”



Task	Avg Hours/Week	Cost Per Worker / Year (\$)
Filing and Organizing Documents	6.8	10,201.4
Managing Document Approval	4.3	6,450.9
Manage Document Routing	4.0	6,000.8
Acquiring Archived Records with little or no automation	2.3	3,450

Based on average salary of \$60,000 USD per year plus benefits

Source: HP



Cost of Creating a Document



The Fully Burdened Cost of generating a typical document is between \$0.51 and \$0.70 per page

- **Visible hard costs** hardware costs, toner and inks, paper (plain and special), click-charges, service and maintenance, power, telephone charges, etc. – **10% of total cost**
- **IS support and infrastructure** help desks, second-level support, installation and setup, asset management, assessment, testing, local support staff, training, print servers, network connections, mainframe conversions, print formatting software, pre-processing equipment, etc. – **10% of total cost**
- **Administration** and purchasing product and services selection, internal requisitions. – **5% of total cost**
- **Document production** end user production time and energy, waiting time and intervention activity, hand finishing, walking to copiers, fax machine, interaction, etc. - **28% of total cost**
- **Document management** the “before and after” costs and processes, including filing, storage, indexing microfiche, scanning (and not scanning), binding, folders, retrieval, postage, enveloping and distribution, mailroom, pre-printed forms, electronic forms, document creation, waste disposal, etc. – **47% of total cost**

Source: HP, ALL Associates Group



Time, Energy and \$\$\$



- Organizations are losing millions of dollars on wasted information-worker time.
- Information-workers spend nearly 25% of a 40-hour workweek looking for information.
- Failing to find what they are looking for, they typically spend another three hours a week recreating existing content that they haven't found.
- This adds up to a loss of roughly \$10,000 per worker a year.
- A business with 1,000 knowledge workers loses \$10 million a year from poor productivity tools in search alone.

Source: IDC

Based on average salary of \$60,000 USD per year plus benefits



Automate Your Approval Process



“56.9 percent of enterprise decision makers state that improved document-based workflows and processes are critical to their business.”

Source: IDC



Eco-Friendly



- The average employee wastes \$85 worth of printer paper and ink each year through unnecessary printing.
- That adds up to the typical office worker using on average up to 50 sheets of A4 paper a day.

Source: InfoWorld June 2007



SutiSign™ Summary



- Reduce Costs
- **Green Tool** – Paperless
- Timely Approvals
- Legal Compliance
- Flexible Hierarchy for Approvals

