

DOCUMENT
MANAGER

Dm

www.document-manager.com

DOCUMENT MANAGEMENT
IMAGING & CAPTURE
WORKFLOW/BPM
CONTENT MANAGEMENT

Management:

The hidden costs of print

Technology:

OCR in focus

Compliance:

Are you ready for DORA?

Research:

The psychology behind paper use



MDI Cloud[®]
MANAGED DOCUMENT INTELLIGENCE

Get Organised and Stay Compliant

MDI Cloud is built on a simple premise: our expert developers do the heavy lifting, so you don't have to. All the technical complexities are handled behind the scenes, allowing you to simply log in and get started.

- ✓ **Simplicity at its core**
- ✓ **Collaboration made easy**
- ✓ **Compliance without complication**
- ✓ **Tailored access controls**
- ✓ **AI assisted insights**



Request a demo



More Information
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From hours to minutes...
A job that would probably take 3 or 4 hours to dig out all the records now takes 2 minutes.

Exposing the hidden costs of print

Storetec's Grace Schneider examines the risks - and hidden costs - of printing business documents unnecessarily

Many businesses continue to rely on traditional document printing without realising the substantial hidden costs involved. At Storetec, we specialise in document scanning and document management solutions designed to help companies transition to a paperless environment. By uncovering the hidden costs of document printing, we aim to demonstrate why going digital can save your business a significant amount of money and improve overall efficiency.

THE TRUE COSTS OF DOCUMENT PRINTING

Paper and ink expenses: One of the most obvious costs of document printing is the expense of paper and ink. While these costs might seem minor on a per-page basis, they add up quickly over time. The average cost of printing an A4 page can vary, but high-quality prints often come at a premium. Over months and years, the cumulative expense can be substantial, impacting your bottom line. By switching to digital documents, businesses can eliminate these recurring costs, leading to significant savings.

Printer maintenance and supplies:

Maintaining printers is not cheap. Regular maintenance, replacement of parts, and purchasing toner or ink cartridges can become a financial burden. Additionally, frequent use of high-quality printers can escalate these costs even further. Digital document management systems require no such upkeep, making them a cost-effective alternative.

HIDDEN AND INDIRECT COSTS

Energy consumption: Printers consume a significant amount of energy, contributing to higher electricity bills.

Older models are particularly inefficient. By adopting digital solutions, businesses can reduce their energy consumption and lower their utility costs.

Employee productivity: Printing, organising, and distributing documents takes up valuable employee time. This time could be better spent on more productive tasks that contribute to the company's bottom line. Searching for physical documents, dealing with printer malfunctions, and managing paper files all detract from productivity. Digital documents are easier to manage, search, and share, enhancing overall productivity and allowing employees to focus on tasks that drive business growth.

Storage space: Printed documents require physical storage space, which can be costly. The need for filing cabinets, folders, and even additional office space can add up. This is especially true for businesses that must keep extensive records for compliance or operational purposes. Digital document storage eliminates these requirements, freeing up space and reducing costs. Additionally, digital storage solutions are scalable, allowing businesses to expand their storage capacity without the need for additional physical space.

HIDDEN RISKS

Security concerns: Printed documents pose significant security risks. They can be easily misplaced or accessed by unauthorised individuals, leading to potential data breaches. Sensitive information on paper is vulnerable to theft, loss, and damage. Digital documents, on the other hand, can be encrypted and secured with advanced security measures, reducing the risk of

"IMPLEMENTING A DIGITAL DOCUMENT MANAGEMENT SYSTEM ELIMINATES THE NEED FOR PAPER, INK, AND PRINTER MAINTENANCE, RESULTING IN SIGNIFICANT COST SAVINGS. ADDITIONALLY, DIGITAL DOCUMENTS REDUCE STORAGE AND ENERGY COSTS, FURTHER CONTRIBUTING TO YOUR BOTTOM LINE. OVER TIME, THE FINANCIAL BENEFITS OF REDUCED PRINTING EXPENSES, LOWER UTILITY BILLS, AND MINIMISED STORAGE REQUIREMENTS CAN BE SUBSTANTIAL."

information theft. Access controls, encryption, and secure sharing options provide robust protection for digital files, ensuring that only authorised personnel can access sensitive information.

Environmental impact: The environmental cost of printing is often overlooked. The production of paper, ink, and the energy used by printers contribute to a company's carbon footprint. Deforestation, pollution from ink production, and energy consumption for printing all have significant environmental impacts. By transitioning to digital documents, businesses can reduce their environmental impact and promote sustainability. This shift supports corporate social responsibility initiatives and demonstrates a commitment to the environment.

THE BENEFITS OF GOING DIGITAL

Cost savings: Implementing a digital document management system eliminates the need for paper, ink, and printer maintenance, resulting in significant cost savings. Additionally, digital documents reduce storage and energy costs, further contributing to your bottom line. Over time, the financial benefits of reduced printing expenses, lower utility bills, and minimised storage requirements can be substantial.

Enhanced efficiency: Digital documents are easier to manage, search, and share, leading to increased efficiency and productivity. Employees can access information quickly, collaborate more effectively, and focus on tasks that drive business growth. Advanced search capabilities, cloud storage, and instant

sharing options streamline workflows and improve operational efficiency.

Improved security: Digital documents can be protected with encryption and access controls, ensuring that sensitive information remains secure. This reduces the risk of data breaches and protects your company's reputation. Secure digital storage solutions provide peace of mind, knowing that your data is protected against unauthorised access and potential breaches.

Environmental sustainability: By reducing the need for paper and ink, businesses can significantly lower their environmental impact. Going digital supports sustainability initiatives and demonstrates a commitment to corporate social responsibility. Reducing paper usage, minimising energy consumption, and cutting down on waste all contribute to a greener, more sustainable business model.

HOW TO GET THERE

To help your organisation to transition to a true paperless environment, consider the following strategies.

Document scanning: Convert your physical documents into digital files, making them easy to manage and access. Scanning services can digitise vast amounts of paperwork efficiently, allowing for seamless integration into your digital management system.

Cloud hosting: Use cloud-based document management systems to store and manage your digital documents efficiently. Cloud storage provides secure, scalable, and accessible solutions for your document storage

needs, ensuring that your files are available from anywhere at any time. Our proprietary system, MDI Cloud, provides an easy to use, intuitive platform for managing your digital documents efficiently.

Document shredding: Securely destroy your physical documents that are no longer needed, ensuring your confidential information is disposed of safely and in compliance with legal requirements. Professional shredding services guarantee the secure disposal of sensitive information, reducing the risk of data breaches.

Document storage: For documents that must be kept in physical form, consider secure storage solutions to ensure their safety and accessibility. Off-site storage facilities provide secure, climate-controlled environments for physical documents, protecting them from damage and unauthorised access.

MAKE THE TRANSITION

The hidden costs of document printing can have a significant impact on your business's finances. By transitioning to digital document management, you can save money, improve efficiency, enhance security, and reduce your environmental impact. At Storetec, we are committed to helping businesses make this transition seamlessly. Contact us today to learn more about our services and how we can help you go digital and save money.

Let us help you uncover the true cost of document printing and guide you towards a more efficient and cost-effective future.

More info: www.storetec.net