



A Day in the Life of a Paper File



- 8:00 AM Suzie Secretary of Wilson's Widgets pulls the file of major client (X) to make eight copies of three key documents for a 9:30 meeting.
- 8:05 At the Xerox machine Bob, the boss, stops by to revise his request. Meeting is now a conference call. She needs to fax six of the copies.
- 8:06 The X file is now sporting a big coffee ring from Bob's coffee mug.
- 8:15 Back at her desk, Suzie looks up fax numbers and addresses the documents to recipients. She leaves the X file unattended while she goes to the fax station.
- 8:30 A bouquet of flowers is delivered for Suzie's birthday. Because Suzie is at the fax station, the delivery boy leaves them on her desk blotter, on top of the X file. Minimal water damage sustained.
- 9:26 Bob stops by Suzie's desk to pick up the X file.
- 9:29 File is eventually located under the early morning mail drop. Bob is now late for his conference call.
- 10:15 Bob drops the X file on Suzie's desk, along with three pages of meeting notes, which he asks her to transcribe, add to the file and fax to all meeting participants. Suzie completes the transcription but neglects to refile the folder.
- 11:55 Bob calls Suzie looking for the X file, but she has gone to lunch.
- 11:56 Bob searches for the file himself, but it is not where it should be. (It's on Suzie's desk.)
- 11:57 Bob enlists all employees not at lunch to search for the file. Much paper is overturned in the process.
- 1:21 Suzie returns from lunch and locates the X file, buried beneath a pile of documents to be filed.
- 1:45 Bob leaves for a meeting with Client X and takes the file with him.
- 3:00 Bob returns from his meeting and realizes he has left the X file at the client's office. Suzie dispatches a courier.
- 4:00 Courier returns the X file to Suzie. Now, in addition to the coffee ring, the file has acquired a mustard colored stain. (The courier was eating a hot dog.)
- 4:30 Suzie goes to the supply closet and gets a fresh file folder for the X file, but neglects to write the client's name on the tab. She files it correctly but, will Bob be able to identify it the next time Suzie is away from her desk? *Stay tuned....*



A Day in the Life of an eDoc



- 8:00 AM Suzie Secretary of Wilson's Widgets opens the X file on her PC, where it is accessible anytime, anywhere from a secure, online hosting platform. She prints eight copies of three key documents for a meeting at 9:30.
- 8:05 Bob, the boss, calls to say the meeting is now a conference call. Suzie cancels printing job and faxes the documents to the meeting participants directly from her PC.
- 10:15 Bob gives Suzie three pages of meeting notes, which she transcribes, directly into the client's file and faxes to all meeting participants, directly from her PC.
- 1:45 Bob leaves for a meeting with Client X. He takes his laptop, from which he has access to the client's file, should they need to reference any information.

Which Universe are you living in?

Paper documents cost businesses time and money. The case of the X file above is typical. Assume it takes a well-trained employee six minutes to pull a file. If she pulls just ten files a day, she's spent an hour of time on document retrieval. If you pay her \$15 an hour, you're spending \$15 per day just to pull files. Multiply that by the 260 working days in a year and the hidden cost of pushing paper comes to light—\$3,900 per year. And that's for just one employee, pulling 10 files a day. In addition:

- The average time it takes to fax a document is eight minutes.
- The average cost to send a package via courier service is \$8–\$15.
- The average paper document is photocopied 19 times.

Brown & Meyers can save you time and money by scanning your documents and helping you go paperless. Ask about a free scanning demonstration today.

**BROWN &
MEYERS**
DIGITAL DOCUMENT SOLUTIONS

536 Washington Avenue, Portland, Maine 04103



A Division of Brown & Meyers



A Nationally Certified
Women's Business Enterprise



CDIA+™ Certified

1-800-785-7505 207-772-6732

Visit BrownMeyers.com to learn more and to sign up for our free newsletter.