



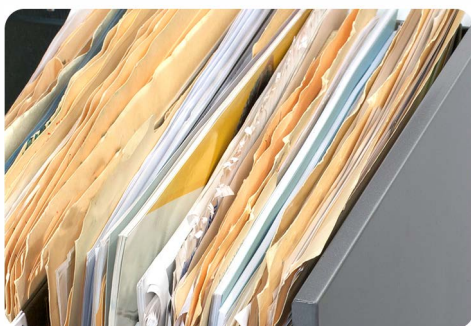
**80%** OF INFORMATION IS STILL PAPER BASED

TYPICAL OFFICE EMPLOYEE SPENDS **15%**  
OF THEIR TIME SEARCHING FOR DOCUMENTS

**7.5%** OF ALL PAPER DOCUMENTS ARE LOST

**3%** OF ALL PAPER DOCUMENTS ARE MISFILED

PAPER RECORDS DOUBLE EVERY **3** YEARS



IT TAKES:

**\$20** TO FILE A DOCUMENT

**\$120** TO FIND A MISPLACED DOCUMENT

**\$220** TO REPRODUCE A LOST DOCUMENT

WORKERS USING PAPER BASED SYSTEMS WASTE APPROX **20-40%**  
OF THEIR TIME SEARCHING FOR DOCUMENTS MANUALLY

Source: Coopers & Lybrand

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