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Article

THE TRUE COST OF DOCUMENTS

AVERAGE COSTS

Average labor cost to FILE a document	\$18
Average labor cost to find a MISFILED document	\$115
Average labor cost to REPRODUCE a lost document.....	\$220
Average labor cost to process an INVOICE	\$24
Average HOURLY LABOR burden (including benefits).....	\$17/hour

DOCUMENT STATISTICS

3% of all documents are **MISFILED**.

7.5% of all documents are **LOST**.

Average employee spends 5-15% of their time **READING** information.

Average employee spends 35-45% of their time LOOKING for information!

★ Average cost to send a **PACKAGE** via courier is between \$8 and \$15 each.



BUSINESS CONTINUITY FACTS

72% of American companies have **NO DISASTER RECOVERY PLAN**.

40% of American companies have **NO REDUNDANT BACKUP** of **ELECTRONIC** data.

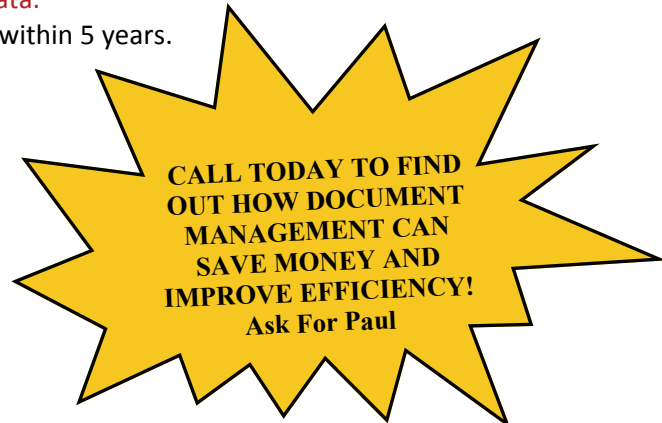
87% of American companies have **NO REDUNDANT BACKUP** of **PAPER** data.

41% of businesses affected by catastrophic data loss are out of business within 5 years.

ENVIRONMENTAL CONSIDERATIONS

Average document is photocopied/printed 19 times.

Paper consumption is growing at a rate of 22% per year.



*Document Statistics Provided by AIIM (Association for Information and Image Management) - www.aiim.org