



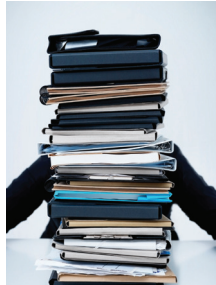
## Stop Drowning in a Sea of Papers How Document Management Can Help Your Business

Do you find yourself drowning in a sea of papers? Or, do you get frustrated when you can't find an important document?

Many companies are losing a lot of money because they are ignoring the inefficiencies in their document workflow systems. This can be a costly mistake, wasting valuable time and money.

Consider, for instance, the costs associated with lost documents. According to recent statistics from PricewaterhouseCoopers, 7.5 percent of all business documents get lost and 3 percent get misfiled. Lost documents not only cost you time and energy, but can also lead to poor customer service, decreased productivity, and legal consequences.

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### Document Management Basics

The process of digital document management begins with the conversion of paper or other documents into digitized images. These images can be organized and quickly retrieved, indexed and archived. When files are scanned, a high-resolution digital copy is stored on a hard ...

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### Survey Confirms Benefits of Efficient Document Management

There are a few of the key findings highlighted in a comprehensive survey report issued by Océ Business Services. The executives surveyed agree that of the six document management processes...

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