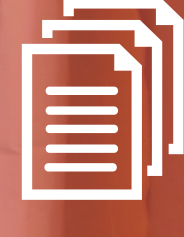


# The Paperless Office

While it may seem like a new trend, the idea of the paperless office, an environment in which the use of paper is eliminated or greatly reduced, has been around since the 70s - made more achievable by the dawn of the digital age. Yes, it's a positive move for the environment, and for reducing your office's carbon footprint - but did you know that it can also save you a lot of money and make your team more efficient?



Let's talk numbers.


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## WHY IS PAPER A PROBLEM?


The **US** ranks as the **largest global consumer** of paper

 Globally, we consumed more than 400 million metric tons of paper in 2016.

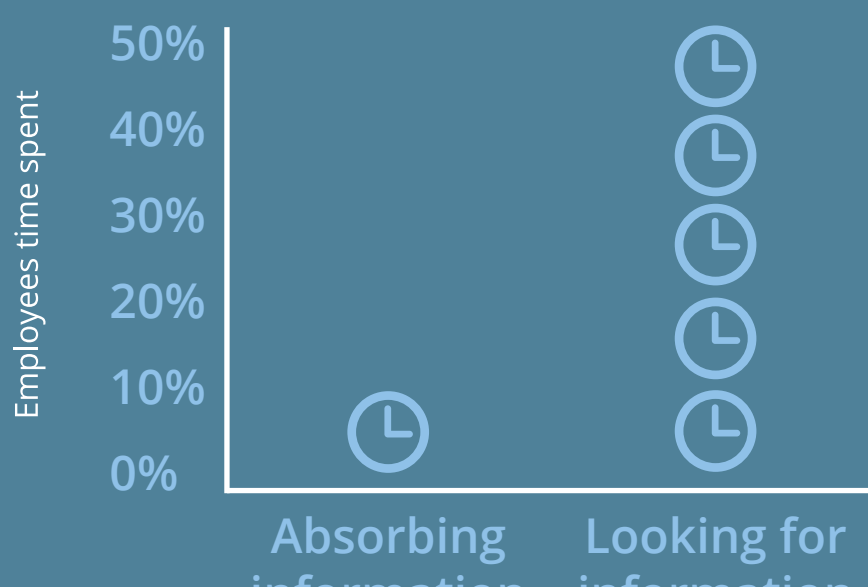
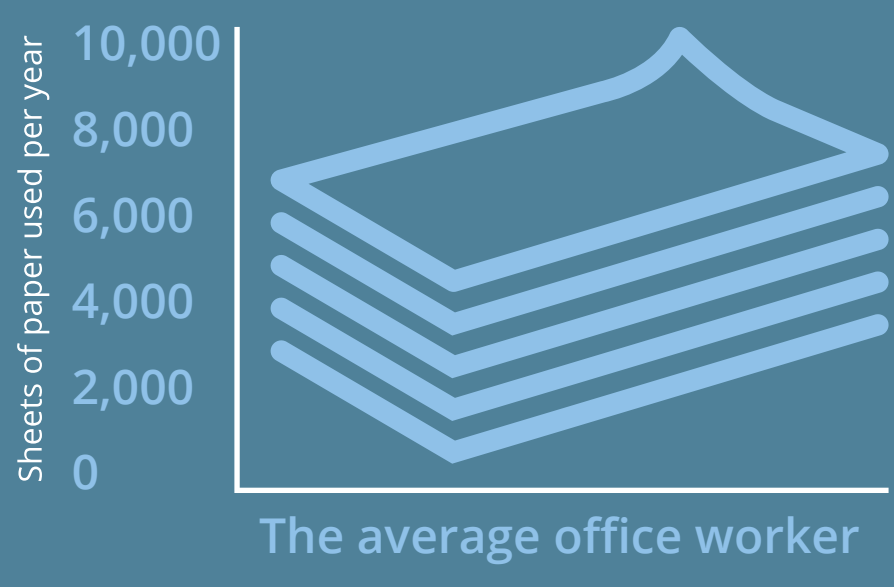
 Pulp and paper is the 3rd largest industrial polluter of air, water, and soil.

 Chlorine-based bleaches are used during paper production, releasing toxic materials into our air, water supply, and soil.

 When paper rots or is composted it emits methane gas which is 25 times more toxic than CO2.

 And with the United Nations forecasting that paper usage is expected to rise by 50%, the negative impact will only continue to snowball over time.

## WHAT'S IT REALLY COSTING US?



Paper is slowing down our productivity and costing organizations a pretty penny.

The average office worker uses 10,000 sheets of paper per year. The average organization spends \$20 in labor to file each paper document.

\$120 in labor is spent searching for each misfiled document. \$220 is spent for the re-creation of a lost document.

The average enterprise wastes \$2.5m-\$3.5m per year searching for information and re-creating lost documents. Ouch!

## SO, WHAT CAN WE DO?



Perform a paper audit within your organization to determine what your current paper usage is and where you need to make changes to reduce waste and improve efficiency.

**Embrace digitization: convert paper files to digital files.**

**PRO TIP:** Start by scanning and recycling existing paper files. For anything you can't convert to a digital format, employ the practice "Reduce, Reuse, Recycle."



**Banish archaic paper-based systems and upgrade to PDF editors that allow your team to edit, sign, and collaborate on documents, contracts, and more.**

Ask your organization to go green. More than 75% of employees from large organizations don't have access to PDF editors and over 1/3 of employees report they haven't done anything to advance their skills in the past year.

**PRO TIP:** Install and use PDF editing programs

**PRO TIP:** Implement digital signature policies and procedures: Digital signature reduce document turnaround time by a whopping 80%.

## BENEFITS OF A PAPERLESS OFFICE



**Save Money**



**Easier Information Management**



**Save Time**



**Increased Security**  
(password protect documents with PDF editors)



**Easier Collaboration**



**Reduced Waste**

Every day, companies around the globe are boosting productivity, saving resources, and reducing their carbon footprint by replacing paper-based systems.

While we still haven't achieved the 100% paperless office, equipping our employees with proper resources and education is a step in the right direction for both the planet and your business' bottom line.

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\*Sources: EPA, informit, Statista, LBF Group, Harvard Business Review, IDC