

# WHAT PAPER REALLY COST SMALL BUSINESSES

Just how hard does paper hit your bottom line?

## MONEY SPENT

**\$600**

yearly value of paper  
used per employee

**\$1,500**

annual cost to maintain  
a 4-drawer file cabinet

**\$1,500**

potential cost of a \$50  
box of paper including  
copying, storing and  
time spent searching

## RISK INCREASED

**35%**

data security incidents involve  
loss or theft of paperwork

**53%**

identity theft cases originate  
from a non-digital source

## PAPER WASTED

**30%**

print jobs are never  
picked up from the printer

**45%**

paper printed in offices is  
thrown away every day

## TIME LOST

**40%**

work time lost with  
employees spending time  
looking for documents

"...going paperless  
saves time. Instead  
of printing documents,  
filing them, and then  
having to search for  
them manually at a  
later date, your document  
retrieval process becomes  
as simple as holding  
down 'Ctrl + F.'"  
-Forbes



**When you realize what you're throwing away, it's easy to see how digitization will help you work more efficiently, cut waste and save money.**

*"As a small business owner operating on a shoestring budget, you need to slash redundant costs. Having to search through a vast volume of paper documents could result in lost productivity, as well as require additional space to safely archive it all, and those recurring costs add up...Document scanning can help small businesses avoid those challenges and, in turn, save money in the long run.*

*-Business.com"*

# TRANSFORMATIVE SOLUTIONS FOR A DIGITAL AGE

There is no perfect pathway to digital expertise. Each small business approaches the challenge from a different perspective. Wherever your business is on the road to true digital maturity, Iron Mountain has the solutions, technology and expertise necessary to help.

Click a circle below to learn more.



## SOLVE: DIGITAL SOLUTIONS

### SC Document Imaging/Scanning

Digitize your documents with flexible solutions built around your small business needs.

#### > Day Forward Scanning

Scan, index and convert your paper documents when they are produced or received in the normal course of business.

#### > Backfile Scanning

Quickly convert legacy paper records to digital files in priority order.

#### > Image on Demand

Scan only the records you need when you need them to reduce costs significantly.

### ST Digital Storage

Take the first step on your digital transformation journey with Iron Mountain Insight® Essential Edition. It's a subscription solution that combines physical document scanning and digital storage in a secure cloud repository. It also gives you the option to integrate documents from other digital repositories or a single file resource solution.

## EVOLVE: INFORMATION GOVERNANCE (IG)

### WA Workflow Automation

Capitalize on digitization by making processes more effective and efficient. Increase accuracy and reduce administrative burden by automating back office workflows including human resources, contracts management and accounts payable/receivable.

### AS Advisory Services

Get access to the most experienced information governance consultancy in the industry to help you optimize retention, privacy, compliance, content classification and risk management practices. Iron Mountain can even place our experts on-site in your offices for close collaboration on short- or long-term projects.

### PC Policy Center Solution

Manage your compliance responsibilities with a legally defensible and always current retention schedules. Through an intuitive web-based dashboard, you can easily demonstrate compliance with current regulations, make edits to record classes and share policies to keep employees updated on the latest legal boundaries.

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