

Document Management Savings Calculator

Labor	1	How many employees take time out of their day to search, retrieve, and return documents from file cabinets?		Professionals spend 5-15% of their time reading information but up to 50% looking for it. --PriceWaterhouse
			x	
	2	How many hours per day, on the average, does each employee spend doing these activities?		
			x	
	3	What is the average hourly wage of these employees?		
			x	
4	Number of work days in a year?	240		
5	Total			

Paper	6	Number of paper copies made each day?		The average worker spends approximately 40% of his or her time managing non-essential paper documents. --PriceWaterhouse
			x	
	7	Cost Per Copy (Ink, Paper, Toner)	\$0.08	
			x	
	8	Number of work days In a year?	240	
			+	
9	How much do you spend on file rooms and cabinets a year?			
10	Total			

11	Approximate Total (Add Lines 5 & 10)	
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