



we will begin shortly

16 Reasons to Digitize your Documents

1. Moving to paperless office and going green.
2. Preserving fragile materials and reducing the deodorization of the original documents. Important documents that need to be preserved over time are used very often. When they're digital, they can be accessed from time to time, and they won't get damaged over time because of the daily use.
3. Business Process improvement - going paperless increases the efficiency and accuracy of your process while maintaining a lower cost than traditional documents.
4. Saving money and reducing costs - storing physical paper costs money whether it's on your company premises or offsite. Recover valuable hours lost in the daily search for information.
5. Immediate availability, easy accessibility to employees – no wasted time trying to retrieve documents, instantly find a document. A physical (paper) document can only be accessed by one person at a time.
6. Images can be enlarged or enhanced for greater readability.
7. Copies can easily be sent via e-mail.
8. Images can be linked to more than one project or person.
9. Audit trail and preservation for the future, or in case of a natural disaster (flood, fire, etc.)
10. Security and compliance- Digitizing documents allows you to encrypt and secure data in ways that you cannot secure paper documents. Access can also be easily tracked and reported to compliance agencies.
11. Supporting educational and research activities.
12. Streamline work flow. Once a document is digital it can be a part of your document centric business process.
13. Improving customer service and allowing employees to work remotely.
14. Fulfilling strategic mission and goals of organizations. Improves the technical infrastructure and personnel.
15. Prepares for disasters- extra assurance if a disaster strikes.
16. **Increase Office Efficiency**



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