

PAPER COST TEMPLATE

Fill In This Template To Determine Your Paperless Image System Financial Benefits:		
Excel Users: Insert Your Monthly #'s & The Formulas Will Calculate Annual Amounts		
PDF Users: Print Template & Insert Your #'s By Hand		
Use Annual #'s To Determine Your Image System Payback & ROI		
Use Monthly #'s To Compare To Your Monthly Image System Payment w/ 100% Financing		
	Monthly \$	Annual \$
Direct Paper Cost Savings*:		
Paper Savings (Average Monthly Purchases x 90%)		0
Toner Savings (Average Monthly Purchases x 90%)		0
Copier & Printer Unit Maintenance Charges (Monthly per Page System Charge x 90%)		0
Copier & Printer System Payments (Monthly Payments x 50%)		0
Rental Savings**:		
Office Rent On Eliminated Paper File Space (% Square Footage Used For Storage x Monthly Rent x 90%)		0
Warehouse Rent On Eliminated Paper File Storage (Average Monthly Storage Rental)		0
Delivery Savings***:		
Delivery & Communication Charges For Documents (Average Monthly Cost x 90%)		0
Labor Cost Savings****:		
Professional/Executive: Average Daily Time Spent Looking For Or Otherwise Dealing Dealing Unproductively w/ Paper Records x # Days Per Month x Hourly Value Of Time		0
Clerical/Staff: Average Daily Time Spent Looking For Or Otherwise Dealing Unproductively w/ Paper Records x # Days Per Month x Hourly Cost Of Time Including Benefits		0
Fines & Penalties Avoided*****:		
Storage Or Retrieval Non-compliance Exposure Per Month (# Events @ \$x Fine Or Penalty)		0
Customer Retention Or Loss Avoidance*****:		
Estimated Loss of Sales/Revenue From Inability To Quickly Locate Customer Documents (Estimated # Events per Month x Estimated \$ Loss)		0
Other Paper Costs:		
Most Businesses Have Unique Paper Cost Items--Input Yours Here		0
TOTALS		0
NOTES:		
*Results will vary depending on existing copy & printing systems & extent to which overall office system can be made paperless versus parallel. Template assume 10% paper volume retention; adjust % accordingly. Note significant paper volume decline may allow reduced copy & print system further reducing charges.		
**Assumes 10% of paper files will remain parallel; adjust % accordingly.		
***This reflects the ability to transmit images instantaneously anywhere w/o delivery costs; adjust % of remaining cost.		
****This is typically the single largest paper cost, and frequently hidden or denied. Be realistic.		
*****Regulatory compliance requirements are expanding; we can help your analyze & satisfy those applicable to you.		
*****Include lost opportunities for new business as well as lost existing customers.		