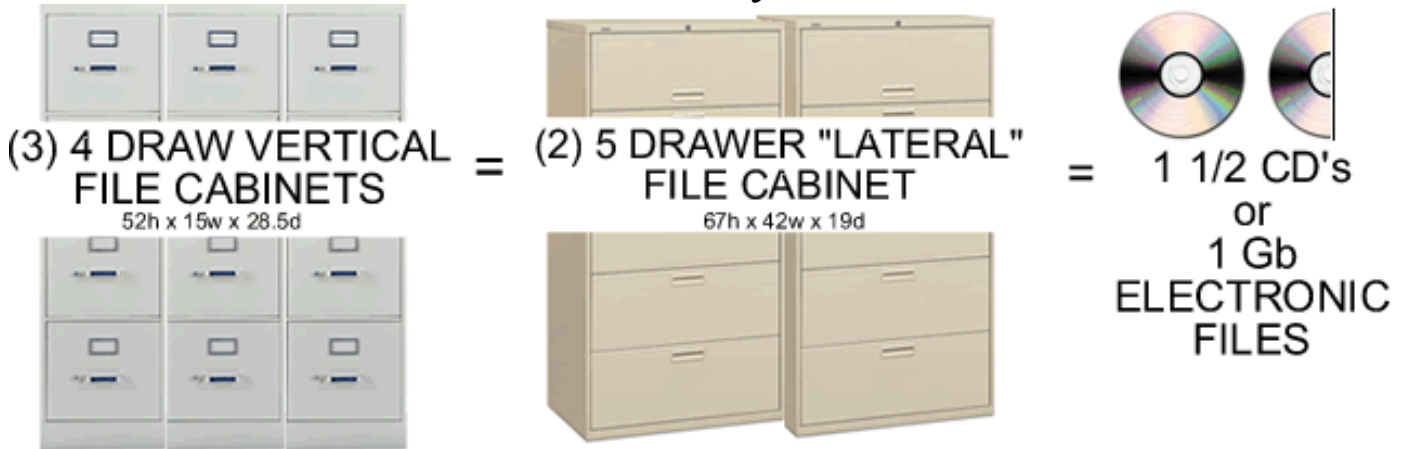


What's it worth to you?



Cost to maintain PAPER RECORDS over seven years range from a low of \$8,907 to \$23,917.
 Cost to create 1 Gb of electronic files range from \$4,000 to \$5,400.
 As we say "file once and forget."

Back up, Security, No Misplaced or Lost Files "Priceless"

"Accounting" or "legal" life of files is considered seven years.

Illustration of Cost over Seven Years:

	<u>RANGE</u>	
	<u>LOW</u>	<u>HIGH</u>
✓ Cost of File cabinets: range from (2) Lateral \$730 ea. to (3) Verticals \$310 ea.	\$930	\$1,460
✓ Office Space cost to warehouse cabinets and work area to retrieve files: Range from 27.5 sq. ft. to 33.5 sq. ft. Average office space cost per sq. ft.: Range from \$10. to \$18. per sq. ft.	\$1,925	\$4,221
✓ Labor cost to create original files, indexing, retrieve over the "life" and purging files. Average daily time to perform above task: Range from 15 to 30 min. Labor and benefits: Range from \$12. to \$18.	\$5,460	\$16,380
✓ Supplies: PendaFlex Folders \$11.50 for 25 bx plus Manilla Files \$14. for 100 bx. Average pages in a document: Range from 25 to 50 pages ea.	\$592	\$1,856
TOTAL	\$8,907	\$23,917

Two 5 drawer lateral or three 4 draw vertical file cabinets will hold approximately 40,000 pages which equal approximately 1 GB.

Above illustration does not include any of the following costs:

1. Long term storage, faxing or copying.
2. Cost to replace a mis-file or lost file.
3. Back up of paper records and Security.
4. Opportunity cost to use office space for more productive purposes.