

REAL ESTATE COSTS IN THE DISTRICT OF COLUMBIA

1 file cabinet

=

9 square feet

including access area

Average price per square foot in DC

\$60

excluding common area cost

5 cabinets =
45 SQFT x
\$60/SQFT =

\$2700

per year

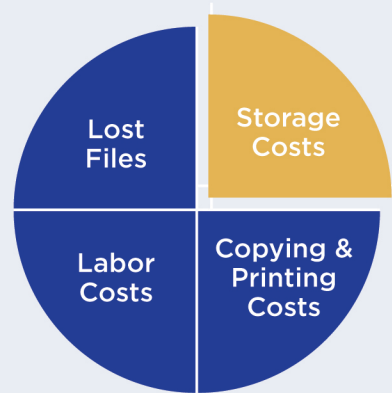
It costs about **\$25,000** to fill a four-drawer filing cabinet and over **\$2,100 per year** to maintain it. *Gartner Group, Coopers & Lybrand, Ernst & Young*

The average office spends **\$20** in labor to file each document, **\$120** in labor searching for each misfiled document, loses **one out of every 20** documents and spends **25 hours** recreating each lost document. *PricewaterhouseCoopers*

RETURN ON INVESTMENT: DOCUMENT SCANNING

Time spent mishandling paperwork detracts from a company's ability to service customers, increase sales, and improve the bottom line.
Small Business Administration

Boxes	File Cabinets	Pages	SQFT	Annual RE Cost	Approx. Scan Cost
4	1	10,000	9	\$540	\$1,000
8	2	20,000	18	1,080	2,000
20	5	50,000	45	2,700	5,000
40	10	100,000	90	5,400	10,000
100	25	250,000	225	13,500	25,000
200	50	500,000	450	27,000	50,000
300	75	750,000	675	40,500	75,000
400	100	1,000,000	900	54,000	100,000
1,000	250	2,500,000	2,250	135,000	250,000
2,000	500	5,000,000	4,500	270,000	500,000
3,000	750	7,500,000	6,750	405,000	750,000
4,000	1,000	10,000,000	9,000	540,000	1,000,000
10,000	2,500	25,000,000	22,500	1,350,000	2,500,000
20,000	5,000	50,000,000	45,000	2,700,000	5,000,000



THE BURDEN OF PAPER

Employees spend roughly **25-35%** of their time looking for the information they need to do their jobs.
Document Magazine

Using the correct organization tools can improve time management by **38%**.
Mobile Technology Product

Corporations do not understand the value of efficient document management or the cost of bad document management.
Thornton May, author of Imaging World

Metrics provided by NOS