



Document Imaging Costs of Doing it Yourself vs Outsourcing

Document imaging transforms your paper documents into digital documents. Documents are a necessary function of any business. It is simple with document imaging. Imaging will create a “virtual file room.” In addition, it will dramatically reduce real estate costs and maximize your space. Document imaging is a complex undertaking. Below is a roadmap to help you decide whether you have the capability to successfully manage your conversion process.

The Plan Before You Scan

A great place to begin is by asking yourself these few simple questions. It will provide you with a rough idea of volume, costs, and general timelines.

1. Which departments within your organization would benefit the most from going digital?
2. How many filing cabinets/drawers of records are within each department?
3. What is the condition of the paper that needs to be scanned?
4. How would each department like their records named?
5. When would you need this project completed by?
6. What resources (including employees) are available to meet these deadlines?

The answers to these questions will allow you to create a detailed outline for the duration of the project.

So, what are the actual costs associated with an imaging project and what materials are needed? Let us start with the materials.

Materials needed to complete your imaging project:

Prep:	Scanning & Quality Control:
Staple removers	Document page scanners
Document repair tools (tape/glue)	Reliable high-speed computers
Paper cutters	Internet server
	Software licenses
	Scanner rollers, ink & toner etc.

All costs associated with a document imaging project:

1. **Office Space** - Ensure that you have a suitable workspace to ground your equipment and provide efficient workflow patterns. Due to COVID, this space will need to be spaced out more than usual. If you are renting a space, this need for an increased floorplan could add to your costs.
2. **Materials** - These range from the cost of a roll of tape, to the monthly licenses of your scanners and computer software. This is the most important investment of any scanning project. It is crucial to work with good & reliable equipment to maximize your productivity and minimize your repair costs.
3. **Labor** – It’s all well and good having the equipment to complete your project, but who is going to man the machinery? Whether you employ current employees or hire temps, hiring costs and/or training costs are sure to make an appearance at some point. How many people would you need to hire, or pull away from their current tasks to perform this scanning duty? And more importantly, are they sufficiently trained to provide you with the best product? Unfortunately, labor costs do not care if you did not perfectly execute the conversion process first time. Any mistakes due to inexperience will come at a damaging cost both in labor and in resources.

As your imaging partner, NOS brings together technology, services, and products to create a turnkey solution designed specifically for your organization’s needs.

Trust the experts to save you time, money, and stress!

National Office Systems, 6804 Virginia Manor Road, Beltsville, MD 20705
Confidential & Property of NOS, Inc.

