

Proven ROI with Document Management

It is very easy to illustrate the return on investment in the Document Management System. Using the simple example below, you can compare the current costs for managing your documentation with the potential savings DMS could offer.

Costs for Paper Based Filing System	Example		Cost/Month
Average Hourly Wage	\$	15.00	
Number of employees handling documents		5	
Number of documents retrieved & distributed daily per employee		10	
Average time to retrieve a paper document (minutes)	1.5	1500 min	\$ 375.00
Number of new documents received / generated daily	100		
Average time to file a paper document (minutes)	1	2000 min	\$ 500.00
Office space dedicated to file storage (10 sq. ft. per file cabinet x \$10 yr per sq. ft.)	100	sq/ft	\$ 83.33
Office supplies costs dedicated to file storage	20	\$/month	\$ 20.00
Off-site Storage (\$10 yr per sq. ft.)	100	sq/ft	\$ 83.33

Monthly Costs Summary (20 working days)	\$ 1,061.67
Annualized Costs Summary for a paper based system	\$ 12,740.00

Costs for an Electronic Document Management System	Example		Cost/Month
Average Hourly Wage	\$	15.00	
Number of employees handling documents		5	
Number of documents retrieved & distributed daily per employee		10	
Average time to retrieve an electronic document (minutes)	0.5	500 min	\$ 125.00
Number of new documents received / generated daily	100		
Average time to scan or attach an electronic document (minutes)	0.5	1000 min	\$ 250.00
Document Management Software Annual Renewal	\$	522.00	\$ 43.50

Monthly Costs Summary (20 working days)	\$ 418.50
Annualized Costs Summary for DMS	\$ 5,022.00

Monthly Savings Summary	\$ 643.17
Annualized Savings Summary	\$ 7,718.00

DMS Software Purchase Price (5 user license)		\$ 3,600.00
Training & Implementation Costs (2 hours remote)		\$ 200.00
Desktop Scanners @ \$500 ea.	3	\$ 1,500.00
Remote Scan software for Terminal Server (\$207 per scanner)	3	\$ 621.00

Total Implementation Costs	\$ 5,921.00
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