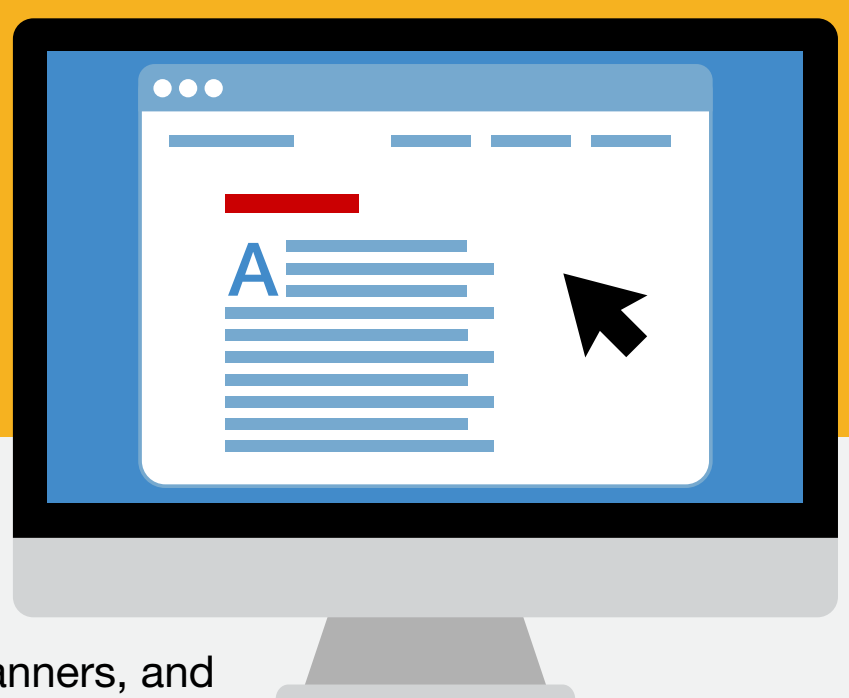


Why Your Document Distribution Needs Help

Documents play a critical role in your organization.

But creating, editing, printing, and distributing documents is labor intensive and error prone. A document capture and distribution solution uses Multifunction Devices (MFDs), scanners, and mobile phones to capture, process, and distribute paper documents automatically. Used correctly, it can eliminate the cost of printing, faxing, and shipping.



\$13.09: Starting cost to ship a document overnight.²

\$.51 to \$.70: Total cost to print a single page in the workgroup, including IT support and staff time.¹

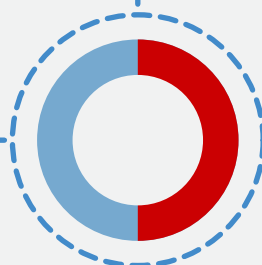


Recognize outdated document distribution

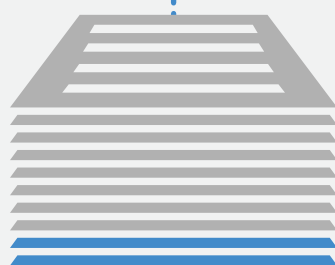
Does your organization...

- ✓ Produce a high volume of paper documents that must be managed, stored, and eventually destroyed?
- ✓ Rely heavily on manual, labor intensive paper-based processes?
- ✓ Face challenges meeting compliance and privacy requirements?
- ✓ Pay high costs for fax, courier, and mail services?

The biggest impact of a Document Distribution system is across organizational workflows. Other benefits include:



Save up to 50% over legacy costs.



A 20% reduction in print volume saves more than \$100 per employee.³



FOR EVERY 8,333 SHEETS OF PAPER YOU DISTRIBUTE ELECTRONICALLY, ONE TREE IS SAVED.

Other benefits include:



Business Process Automation:

Scan documents to extract data, index files, and save in various formats.



Improved Access to Information:

Transform hard copies into searchable files accessible by multiple users in real time to improve customer service.



Increased Employee Satisfaction:

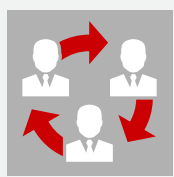
Reduce frustration and free up staff to focus on their primary responsibilities.



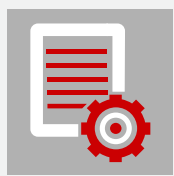
Improved Management:

Audit trails, secure access, and automatic filing for disaster recovery.

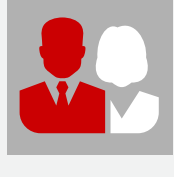
Improving your document distribution



Audit your current environment to determine all costs associated with document distribution. Focus on processes that require multiple parties to review documents.



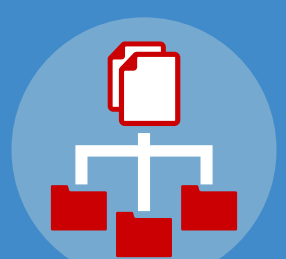
Identify where documents are routinely distributed. This can be automated to increase efficiency and productivity.



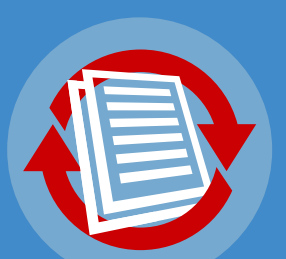
Work with a partner who understands a range of workgroup activities to find your best opportunities for savings.

TAKE THE PRODUCTIVITY CHALLENGE

This web-based document workflow assessment tool from Canon Solutions America helps you evaluate business process performance in 5 KEY AREAS:



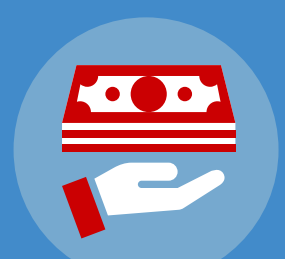
Document Distribution



Document Management



Print Management



Accounts Payable



Sustainability

Benchmark your performance against other organizations and find out where to focus your efforts for the most impact.

Canon

CANON SOLUTIONS AMERICA

productivity-challenge.com

Sources:

1 InfoTrends & ALL Associates, Assessing and Benchmarking Document Output Costs, 2005.

2 USPS Priority Mail Express, from \$13.09

3 ALL Associates