

# Digital Document Management Solution

Business Information Solutions

**RICOH**  
imagine. change.



It costs about \$20 to file a paper document, \$120 to find a misplaced document and \$220 to replace a document that cannot be found.\*

## The Business Challenge

Many small to medium sized businesses pay a steep price for their manual paper-based processes. The cost of outputting documents, the time wasted searching for specific information, the impact of inefficient processes on workers, the unseen expense of lost business documents and the lack of access while outside the office all combine to adversely affect productivity and profitability.

### Ricoh has everything you need to bring your paper-based documents into your digital workflow.

Poorly managed paper-based business processes often lead to greater operational overhead and risks associated with regulatory compliance and information security. Ricoh has the services and solutions to address these challenges. Ricoh's Digital Document

Management Solution combines scan and capture software integrated into robust Ricoh multifunctional printers, with cloud-based information storage and management options, helping you transform paper-based information into useable business data.

	<p><b>Are your paper-driven processes slowing down workflow or contributing to inaccurate data use?</b></p> <p>Our solution allows you to implement simple paperless workflows, and easily search for and modify existing information, making many paper-based challenges disappear. In addition, storing information digitally in the cloud allows for easy access by mobile and remote workers via their own computer, tablet or smart phone.</p>
	<p><b>Are your business processes and related documents regulated? Are you concerned about meeting regulatory compliance requirements?</b></p> <p>Poorly managed paper-based business processes often lead to risks associated with regulatory compliance and information security. Our solution addresses these issues without the need for sophisticated internal IT resources.</p>
	<p><b>Are your current systems having an adverse affect on billing and revenue collection?</b></p> <p>The Ricoh Digital Document Management Solution addresses the inefficiencies and financial ramifications related to paper-centric collections along with the associated time-consuming bottlenecks. As a result, you can improve billing and revenue collection and reduce operational overhead.</p>

\*Source: Delphi Group