



## DOCUdavit Solutions supports a more sustainable environment.

You may be wondering how your business can also support that goal.

Here are several important ways document scanning and electronic document management promotes a truly "green" office.

### Facts about Paper:

- The costs of using paper in the office can run 13 to 31 times the cost of purchasing the paper in the first place!
- It takes more than 1½ cups of water to make one sheet of paper. (Picture a typical soda can.)
- Over 40% of wood pulp goes toward the production of paper.
- Reducing paper use reduces greenhouse gases: 40 reams of paper is like 1.5 acres of pine forest absorbing carbon for a year.
- Even with recycling efforts, paper makes up over 25% of Canada's garbage

### Scanning documents:

- Creates new paper from shredded old paper
- Allows sharing of information across the office or the world without printing, couriers, toner or paper
- Decreases the need for on-site carbon-emitting shredding services
- Save trees
- Increases carbon absorption
- Saves space
- Save money
- Saves time

The average business document gets copied nineteen times! \* Based on that calculation, every 4-drawer file cabinet in your office requires one 70' tree to be cut down. What that means is that every time you scan the documents in a 4-draw file cabinet, you've saved a tree!

Imagine the savings you'll achieve, as well as the environmental impact you firm will have, when your paper purchasing and copier supplies are reduced. Incorporating document scanning at your firm, you will drastically reduce the number of file cabinets and file folders necessary and the environmental impact created as they're manufactured.

Your company's carbon footprint is reduced with scanning and electronic document management. Reduced storage and office space equals reduced utility usage. Eliminating transportation of documents to and from off-site storage also reduces emissions. Those are just a few of the ways streamlined document management directly impacts your carbon footprint.

To get a better picture of the positive impact you could have simply by incorporating electronic document management, think of the number of times per day you hear a paper document being copied in your building. Walk through the office and count the number of file cabinets taking up square footage (which translates to utility usage.) Keep track of the number of vehicles used to transport documents regularly. Then imagine those numbers drastically reduced. That's the impact you'll have on your firm's carbon footprint simply by implementing electronic document management.

Scanning documents saves paper, storage space and trees.

Sincerely,

A handwritten signature in black ink, appearing to read "Sid Soil", is written over a light blue horizontal line.

Sid Soil  
V.P. Business Development

**EXPERT DOCUMENT STORAGE, SCANNING AND MANAGEMENT SOLUTIONS FOR PROFESSIONALS**

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