

Document Imaging Solutions, Inc.

Bringing digital imaging systems to a new standard

Accounting Firms Face Six Important Issues when Time and Money Count

The accounting profession is flooded with paper. **Paper-based workflows have numerous disadvantages, including high costs of document storage and delivery, the need for large support staffs to manage documentation, and the time spent searching paper documents to retrieve necessary information.** This creates an urgent need for a reliable, easy-to-use electronic format for sharing, reviewing, and archiving client documents within the accounting profession.

We have created a solution that is versatile enough to fit the needs of nearly every industry, but particularly addresses the issues of prominent importance to accounting professionals. In addition to creating a paperless solution that represents the original paper document exactly as intended, our system adds valuable digital services such as password security, interactive forms, digital signatures, electronic markups, and navigation. By choosing Document Imaging Solutions Inc., accounting firms can quickly and conveniently produce, share, and distribute documents across numerous and diverse business applications.

Improving productivity, cutting costs, and improving client services are only a few of the benefits our document imaging system can provide. How a firm chooses to integrate our document imaging system into its practice depends on its needs and its comfort level with technology.

Saved Storage Space

Numerous accounting firms maintain rows of filing cabinets and workrooms congested with paper documents, at rent prices ranging up to \$100/ft. As paper files grow at the rate of 20% - 25% a year, many firms simply run out of space to store their client files on-site, and are forced to use outside document repositories to manage their overflow. Document storage and delivery problems are multiplied when accountants work in satellite offices, and each office must organize and store its own set of files.

By archiving electronic PDF files instead of paper, firms can save thousands of dollars in annual storage and administration costs. **Storing and delivering accounting documents as platform and application-independent PDF files eliminates the expense and nuisance of managing the paper alternative.** Members of the firm can have access to the electronic documents at any time and from any location.

Our document imaging system allows you to store 21,000 documents on a \$1.00 CD or

- *Improve productivity, cut costs, and improve client services.*
- *Save thousands in annual storage and administration costs*
- *Have access to the electronic documents at any time and from any location.*

Document Imaging Systems are



a Cost-Effective Investment

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1,333,000 documents on a 40 GB external hard drive costing about \$250. A simple comparison illustrates our message: contrast the one time charge of \$250 to the annual cost of maintaining 148 file cabinet drawers.

Disaster Recovery Protection

When a disaster strikes, whether a fire, flood, tornado or other dangerous event, the initial damage is only the beginning of disruptions that can last weeks to years. Gartner Research recently released a chilling statistic; two out of five enterprises that experience a disaster go out of business within five years. The absence of adequate back-up plans hampers recovery efforts, resulting in significantly greater recovery time— If recovery is even an option.

One of the inherent benefits of an electronic document is that a copy of it can easily be created and stored off-site. **Although enterprises routinely back up their servers, the problem lies in the fact that 90% of an organization's knowledge resides in paper.** The advantage of our document imaging system is that it converts these paper documents into electronic PDF format, which can be copied and stored off-site. The ROI for this benefit is not measured in dollars and cents, but in peace of mind.

The foundation of our system's success cannot be illustrated more clearly than when the worst possible scenario occurs; the loss of paper files due to a disaster. With our system, the solution is simple; download a copy of all the documents onto a new directory, re-create the index, and you have full access to the documents in a matter of minutes.

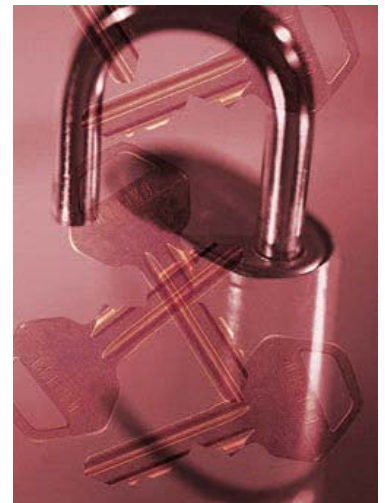
Internal Efficiency and Workflow

While accounting firms have taken advantage of the cost-saving benefits that computer networks offer, between 85% and 90% of important information is not accessible through these networks because it resides in paper format. **Inherent in these paper-based systems are wasted man-hours spent filing, searching, retrieving, and re-filing documents.**

In a business atmosphere, where accounting firms are looking for ways to cut cost and increase productivity, a need exists to replace obsolete paper filing system with a document imaging system to gain the benefits inherent in electronic documents. The time saved retrieving electronic documents is enormous.

Due to the constant influx of multiple office personnel circulating through a paper-based filing system to retrieve and return documents, instead of a single dedicated person, we seldom analyze the cost of our paper-based filing system. It is an eye-opening experience when one does investigate this cost.

- *Electronic backups of documents can be created and stored off-site*
- *90% of an organization's knowledge resides in paper*
- *Recovering the system after a disaster requires minimal time and effort*
- *Affordably create electronic documents that are easily shared via the World Wide Web*



**Document Security and Disaster
Protection are Fundamental
Aspects of our Systems**

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With efficiency studies showing that it takes 6 minutes to find and re-file a document in a highly efficient filing system, let's analyze the cost to find and file 200 important paper documents per day. 200 documents x 6 minutes each = 1,200 minutes daily / 60 minutes per hour = 20 hours x \$15 per hour (including SS and benefits) = \$300 per day x 260 days per year = **\$78,000 per year**.

In the previous example, we used a highly efficient filing system. However, in a paper-based filing system, documents often cannot be found. According to a study by Cooper & Lybrand, one out of every ten documents is a problem; sitting on someone's desk, misfiled, removed from the office, or simply requires more time to find. This dramatically increases the costs involved in using a paper filing system, and decreases the overall efficiency of the firm. With our document imaging system, lost and misplaced documents are a thing of the past.

Shared Access to Documents

Yet another problem is that a paper document can only be in one place at one time. However, it is often the case that numerous people need access to the same document. In a paper-based system, when a file is removed from the filing cabinet, work is interrupted for everyone else who requires access to the file. The result is what the manufacturing industry would call "work stoppage," which slows production and increases costs. It also elevates the frustration level among office personnel.

Again, this problem is addressed with our document imaging system. Allowing multiple users to access electronic PDF documents simultaneously makes information flow more freely using our system. **The benefit is straightforward: immediate access to documents when needed results in higher office efficiency.** The ability of our document imaging system to cut costs and increase productivity is simply unparalleled by any other cost reduction strategy.

Web or Internet Access

In the past, the ability to incorporate electronic documents into the web has been expensive and often an unrealistic process. Barriers, such as costly conversion processes of adding Meta tags to documents with HTML or XML conversion applications, have driven the price of sharing documents on the web beyond the reach of most accounting firms, until now. Our document imaging system allows accounting firms to affordably create electronic documents that are easily shared via the World Wide Web. No other system on the market offers this advantage, and the reason is simple; **we embed our labels into the electronic PDF document.**

The benefit of this feature is enormous to our customers. Since our system automatically embeds the label into the PDF document, all the key search words and numbers contained in the label are searchable. This label can be searched by every major search engine that supports PDF document recognition, such as Yahoo and Google, or by hosted search engines like Microsoft Indexing Service for self-hosted websites. Up-

- *Lost and misplaced documents are a thing of the past.*
- *Have access to the electronic documents at any time and from any location.*
- *Information flows more freely using our system*
- *Automatically embed labels into documents for easy Web incorporation*



**Increased Office Efficiency Results
in Lower Overhead Costs, and
More Money in Your Pocket**

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loading the documents created by our system onto a website is the only simple step necessary to experience web-based electronic documentation.

We have also found that many accounting firms want to email information to their clients over the Internet, but to do so in a secure manner. Our system creates PDF documents that are ideally suited for sending as secure email attachments. They are compact in size so that they transmit more quickly than any other electronic format. **The receiving party can easily view and print the document with Adobe Acrobat Reader, which is free software, and you can secure the document, preventing anyone from opening it, by sending it with password security at document level.**

DIS Corporate Information

Document Imaging Solutions, Inc. was established in 1996 to provide an affordable solution for converting paper into an electronic document format that can be quickly and easily accessed and shared throughout a company. It had been our experience that document imaging was cost prohibitive for most companies. We wanted to develop a system that was priced so that any business could take advantage of the benefits that document imaging offers. Furthermore, we wanted a system that was simple enough that it could be used by entry level personnel and yet robust enough that it would still be a contender in the mainstream document imaging market.

The result is an imaging system that is both affordable and easy to use. Our systems are priced so that any company can justify the investment. They are so easy to use that entry-level people can be trained in a matter of hours to run the system, and yet robust enough that it is currently being used by the U.S. Naval Command Center in Washington D.C. and by the U.S. Marshals Service. Our systems are highly adaptable to any size business and to any industry, as evidenced by the fact that it is being used by a wide variety of different kinds of businesses: law firms, C.P.A. firms, physician offices, schools, the food industry, oil industry, and the trucking industry, just to name a few.

- *Email electronic PDF documents with password security so that no one can view the document without the password.*

- *Because we embed our label, using our documents on the Internet is as easy as uploading the documents to the web.*



Electronic Documents Allow for Multiple Users to Access a Single Document at any Moment

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