



Creating Digital Documents to Reduce Overhead Costs

Key Features and Benefits

FEATURES

- Convert hard-copy documents into digital documents
- Send paper documents electronically as E-mail attachments to multiple recipients
- Send paper documents electronically as I-faxes

BENEFITS

- Reduced carrier costs
- Reduced courier costs
- Reduced costs for office and off-site storage

In the nation's 17,500 courts, on average, over 85 million cases are filed each year, generating more than 1.5 billion documents. It is estimated that over \$11 billion is spent on distributing those documents from one legal firm to another and to clients. In addition, over \$2.5 billion is spent annually on warehousing those hard-copy documents. Canon's solutions can demonstrate how to reduce your carrier, courier, and storage costs.

Converting Documents

Canon solutions enable legal firms to scan hard-copy documents into digital files. Original hard-copy documents can then be sent to a warehouse or off-site storage facility, thus reducing on-site physical storage. The digital documents can then be accessed at any time by the legal firm, and copies are made only when necessary.

Reducing Carrier Costs

Digital documents can reduce a legal firm's carrier costs since no additional fax dial-tone charges are necessary. They can be sent as I-faxes, utilizing the existing network connection.

Reducing Courier Costs

Courier services such as FedEx, USPS, UPS, or messenger delivery services are also reduced when you convert to digital files. These files can be sent as E-mail attachments and allow the law firm to receive the digital documents simultaneously. There's no waiting for overnight delivery or incurring added costs.