

# ACHIEVE THE PAPERLESS OFFICE

\$220

Companies spend \$20 in labor to file a document, \$120 to find a misfiled document, and \$220 to reproduce a lost document

90%

90% of organizations have no formal digital document strategy

#1

Signing a document is the #1 reason why businesses still use paper

80%

E-signatures reduce process turn around time by 80%

39%

39% of business processes still require hardcopy documents

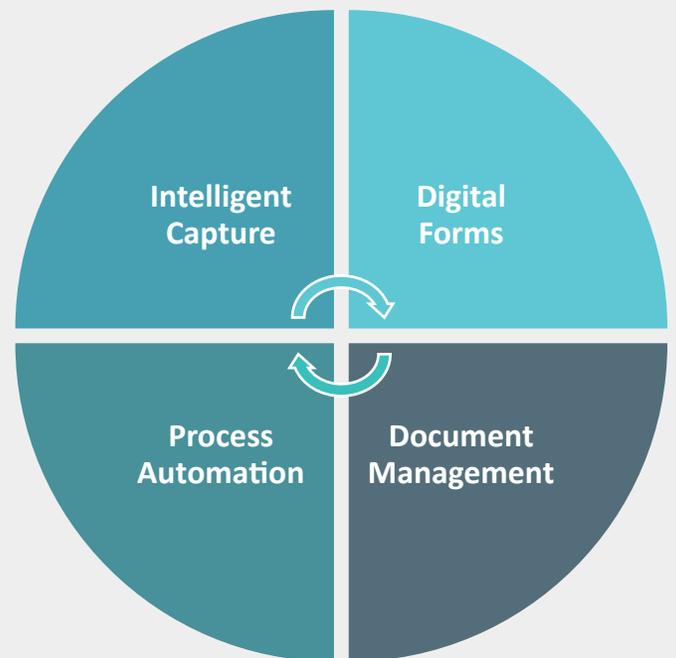
4.5 HOURS

The average office worker spends 4.5 hours per week searching for documents

In today's digital world, business at the speed of paper is uncompetitive. Paper is slow to process, it's slow to find, it's unsecure, it's prone to error, and it makes collaborating with others difficult.

Organizations that eliminate paper are able to respond quicker to client requests, enforce business rules, improve team collaboration, boost employee productivity, and reduce costs.

At West X, our goal is to provide our clients with the tools, techniques, and strategies to achieve the paperless office.



## THE BENEFITS



Reduce Costs



Increase Efficiency



Enhance Customer Satisfaction



Promote Sustainability



Improve Collaboration



Strengthen Security

# OUR METHODOLOGY



Understanding the current environment is critical to creating an efficient and effective future state of operations for any organization, business unit, or team.

Our assessment services help uncover inefficiencies behind your paper-intensive processes. We identify how certain processes can be optimised and digitised: the ideal starting point to reduce costs and increase productivity.

We use our expert knowledge in business process management, our unique assessment methodology, and proprietary tools to give you a data-driven view of your document-driven processes. This approach provides a detailed understanding of your document-intensive processes, allowing us to identify inefficiencies and uncover opportunities for simplification and digitization.

	Digital Business Assessment
Vision & Goals Discovery	✓
Voice of the Employee Survey	✓
Team Workshops	✓
Process Mapping	✓
Technical Scoping	✓

## MEET ROGER, OUR DIGITAL BUSINESS CONSULTANT

Need help developing a digital business strategy to improve the efficiency and day-to-day operations of your business?

Sit down with a Digital Business Consultant and learn how to:

- Speed Up Business Processes
- Automate Repetitive, Low Value Tasks
- Accelerate Information Retrieval
- Initiate Digital Workflows
- Respond Quicker to Customer Inquiries
- Manage Electronic Documents and Records
- Automate Compliance & Governance



\*Sources: AIIM, Techninsider.com