



# Making Document Management Really **Count**

The SAMStore Guide to Calculating ROI

**SAMStore**<sup>®</sup>



## Document Management is about **more** than saving space

Every company, organisation and enterprise is facing the same challenges: reduce costs, increase efficiencies, work smarter. So how can paying for a third party to store documents and records meet those challenges?

That's what this booklet is all about. It shows how taking a smarter approach to document management with SAMStore can result in a definable and ongoing return on investment and deliver a range of business efficiencies by:

- ⋮ Saving space and direct space costs
- ⋮ Streamlining administrative processes
- ⋮ Making information more reliable
- ⋮ Speeding up decision-making
- ⋮ Freeing up time and resources

A photograph of several stacks of gold coins, with the stacks increasing in height from left to right. The background is blurred. A teal rectangular graphic element is positioned on the right side of the image.

## It's about saving time, effort and **money**

The information flowing through companies, organisations and enterprises is increasing and putting a constant strain on the need to store it, track it and make it available to those who need it, when they need it.

So too are the regulations surrounding it, with the introduction of EuroSOX, the EU version of the Sarbanes-Oxley Act, being the latest directives to place added strictures on auditing, financial statements and company reporting.

Establishing a document management process, however, can actually resolve the issues that the growth in information and legislation raise. At the same time, it can put in place document management practices that result in immediate savings.

**That said, what savings could you make?**



## Give us the facts

Including lease costs and overheads, how much does the average square foot of office space cost your company each year?

x

How many square feet are needed for document and records storage?

=

+

How many hours are spent per week on creating files, classifying documents and re-filing content?

x £500\* =

+

How much is spent per year on mail and courier costs to distribute files and documents?

=

TOTAL

\*Based on office support costs being £10.95 per hour (based on the average across all sectors in the Reed Salary Survey 2010) and, allowing for holidays and sickness, that office support is available for 46 weeks per year, resulting in a total cost of £500 per year for each hour spent on filing duties per week.



## And the figures **speak** for themselves

Simple, isn't it? And sometimes surprising that document management costs, including the hidden elements like taking up prime office space and spending time finding and delivering files, can add up to more than you expect.

The truth is that many businesses and organisations spend a considerable sum on document management without realising it. But to recommend a more efficient alternative you need to show that the investment will have a definable return. Not in one year or two years, but from day one.

With the figures on the left worked out, you can talk to us about your document management requirements and we can, in turn, give you the figures for storing your documents and records offsite, plus ongoing retrieval and re-file charges, and secure destruction.

By comparing the two, you'll then have all the facts and figures you need to present a realistic and accountable ROI in favour of a smarter document management strategy.



## That's **not** the end of the story

Calculating the ROI for your document management needs gives you a solid financial basis for proceeding with a solution like SAMStore. The benefits of a planned, methodical approach do not stop there, however.

- ❖ Did you know, for example, that between 30% and 70% of your current file storage will be occupied by duplicate copies, old drafts and outdated documents? We can help you purge such material, reducing storage requirements and improving your ROI further.
- ❖ We can also help you put in place a defined records scheduling and retention strategy based on carefully researched operation and legal requirements, so that you store what you need to and no more.
- ❖ And we can recommend what documents and records should be stored for retrieval – and those that can be moved to more economical deep storage.



## Find out **more**

At SAMStore, our knowledge and experience of document management and records management goes back more than a decade. Quite simply, we know everything there is to know about document storage.

- ⋮ We help clients as diverse as leading City law firms and major educational institutions, all of whom know that our goal is to reduce the costs and complexity of their document management.
- ⋮ Our online document management software, SAMQuest, was developed in partnership with the University of Greenwich to set a new benchmark in records management.
- ⋮ Rather than offering a standard menu of document management services, we tailor the service we offer around the needs of each client.

If you'd like to discover more about how to improve the ROI of your document management, please call us on 020 8331 2080 or visit [www.samstore.co.uk](http://www.samstore.co.uk)



## Talk to **SAMStore** about document management, and we can show you how to:

- ⋮ Decrease the amount of time necessary to create files, classify documents and re-file content
- ⋮ Speed up the retrieval of information necessary to execute a transaction or make a decision
- ⋮ Improved information accessibility, especially where geography is a factor
- ⋮ Serve more customers, complete more transactions and significantly improve overall performance
- ⋮ Reduce risk by meeting legal, regulatory and compliance requirements

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