

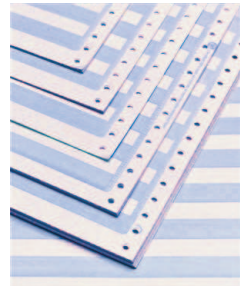
# PAPER-LESS ARCHIVE SYSTEM



- Save your documents electronically.
- Save paper, print only the documents you need.
- Streamline your daily operations.
- Store a CD, DVD or tape, not a stack of paper!
- Streamline document retrieval for auditors.
- Catch theft when you can see the whole picture.

## Office Documents in the US

Each year...in the US, nearly **15 trillion copies** are produced on copiers, printers, and multi-function machines. 15 trillion copies is roughly equal to **390,000,000,000,000,000 characters**. This accounts for the majority of the printing/writing paper used each year. (Source: XeroxParc.) A 1998 Coopers & Lybrand study showed that the average office makes 19 copies of each document. The average office loses 1 out of 20 office documents. It then costs: \$120 to search for the document; \$250 to recreate it, if lost (1 lost document = \$370). (Source: NAGARA, Records Management Technical Bulletin [www.nagara.org/rmbulletins/bulletin\\_2.htm](http://www.nagara.org/rmbulletins/bulletin_2.htm)) <http://www.sims.berkeley.edu/research/projects/how-much-info/print/details.html>



## Your Office

In the process of documenting your **daily** sales, payments received, costs paid out, inventory receipts, adjustments, etc., you **print** the edit list to check it against the original documents, update information and **print** the register, **print** system totals as needed to verify correct update, **print** reports and **save** the appropriate documentation for future reference!

Saving **month-end** analysis reports are important, too, and they generate **reams of paper** in the process!

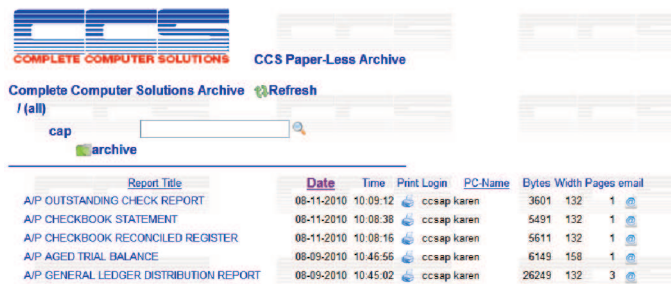
**Over time, this leads to stacks of documents that must be sorted, organized and stored for tax, review and audit purposes that must be retained for 3 to 7 years.**

Office documents may also be archived in more efficient ways. Many banks save business' canceled checks electronically, or on microfilm for future retrieval as required.

## Paper-Less/Less-Paper Archive System Solution!

Save paper and streamline your office. Anything that is currently printed from Complete Computer Solutions Accounting Packages may be saved and retrieved electronically.

- View edit lists and registers on the screen before printing, or don't print them at all! No need to run to the printer for an edit list. Choose what to save, what to print, what doesn't need printing.
- Archive electronic copies of anything that is "printed".
- Documents are indexed by date & time, login, and title.
- Documents may be e-mailed or recalled from the archive for audit or review.
- Documents may be viewed with any web browser, anywhere!



Print only what you need



E-mail printed data to your accountant or to managers



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