Make a Positive Impact on Your Organization and the Environment by Going Green!

3150 Miami Green Way, Miami, Florida 33146

📞 877 727 3799 📠 305 373 0056 🖥 www.papersavepro.com

PAPER**SAVE**®

Efficiency. Simplified.

PAPER**SAVE**
Efficiency. Simplified.

Make a positive impact on your organization and the environment by Going Green!

Improving your company's environmental impact is a good thing. After all, "greening" your operations promotes good will among customers, employees, constituents and shareholders. It also can have a positive impact to your efficiency and bottom line. By "greening" your operations, you are minimizing the waste that comes from human resources or natural resources (energy, paper, etc.). It is a simple equation: produce less waste = cost cutting = saving $$$. In doing so, it enhances the sustainability of your operations.

Paper's Impact on Your Company and the Environment

One of the best ways of "greening" your operations is by going paperless. In addition to being environmentally friendly, it drives organizations towards efficiency. Let's consider the following statistics:

1. The average document gets copied 19 times in its life.

2. According to the EPA, the average worker goes through 10,000 sheets of paper in a year. That is over 20 pounds of paper.

3. According to The Nature Conservancy, each year over 36 million acres of forests are cut down which accounts for 20-25% of greenhouse gas emissions.

Based on these staggering statistics, rethinking the way your company manages paper helps reduce your impact on the environment. By reducing your company's paper usage, you are helping to reduce greenhouse gas emissions, toxic chemicals and water pollution created by the paper industry during the production of paper. Some critics will argue that a paperless office is not possible. According to the October 2008 "Economist", the paperless office has finally arrived but is based on the definition of how we manage our paper documents.

There are three angles to how your organization manages paper documents that can have a positive impact on the environment since we receive, reproduce and generate paper documents such as AR Invoices, Checks, Packaging Slips, etc. By having a strategy for each, we can save money as well as reduce the toxic effects on our environment.

Documents Offices Receive

Companies receive paper documents every day in the mail, even though more are being distributed online and electronically through email. By imaging, storing and categorizing vital documents upon receipt, the paper can then be shredded and recycled without having to incur human resource costs to file or energy costs to heat and cool the storage space.

Documents can now be reviewed and distributed electronically, reducing the need to photocopy, thus reducing your paper usage and saving valuable time.

Recycling documents has great benefits to the environment. Consider these facts provided by Nature Conservancy:

1 Each ton (2,000 pounds) of recycled paper can save 17 trees, 380 gallons of oil, three cubic yards of landfill space, 4000 kilowatts of energy, and 7000 gallons of water. This represents a 64% energy savings, a 58% water savings, and 60 pounds less of air pollution!

2 The 17 trees saved (above) can absorb a total of 250 pounds of carbon dioxide from the air each year. Burning that same ton of paper would create 1500 pounds of carbon dioxide.

3 The construction costs of a paper mill designed to use waste paper is 50% to 80% less than the cost of a mill using new pulp.

PaperSave
Efficiency. Simplified.

Make a positive impact on your organization and the environment by Going Green! (continued)

Documents
Offices Produce

It is important to our financial operations to produce documents for external distribution. For example, we still produce paper purchase orders and checks to pay our vendors; send invoices to customers as well as packaging slips with goods when they are shipped. Therefore, a paperless office is almost impossible to reach. However, not all paper is created or produced equally. Neither is the toner which is used to print the documents. Post consumer recycled paper is now more readily available. By federal law, in order for it to be considered "recycled" paper, 20% of it must come from recycled materials. Many environmental advocacy groups would like this increased to 50%. By utilizing recycled paper, you are helping the environment. Consider these facts:

1 Less deforestation. By using recycled paper, there is less demand on virgin fibers and fewer trees will be cut down.

2 Lower greenhouse gas emissions. By cutting down fewer trees, less greenhouse gases are emitted.

3 Save energy. Less energy is used to produce post consumer recycled paper than is used to produce paper from virgin fibers.

4 Clean water. Less toxic waste and water pollution is emitted during the creation of post consumer recycled paper.

According to the Natural Resource Defense Fund (NRDC), simply buying 40 cases of copy paper made from 30 percent postconsumer paper instead of paper made from virgin pulp saves:

more than seven trees

2,100 gallons of water

1,230 kilowatt-hours of electricity

18 pounds of air pollution

It is socially responsible to not just recycle, but also purchase recycled paper for producing documents required for our financial operations. Consider implementing an environmental management program (EMP). The goal of this program is to monitor your organization's environmental impact and maintain an environmental policy. The ultimate goal of the program is to reduce an organization's impact on the environment.

"Greening" your operations promotes good will among customers, employees, constituents and shareholders. It also can have a positive impact to your efficiency and bottom line.

Make a positive impact on your organization and the environment by Going Green! (continued)

Documents
Office Transport

Another cost to managing paper is the distribution of it between locations. Many companies incur costs to transport documents between remote locations to their home office for processing. Often the remote locations will photocopy the document prior to sending them. The documents are packaged for shipping, which creates waste, and then transported by planes, trains and automobile, which create carbon emissions. Can the time, waste and expense be eliminated? Yes. By taking this process paperless, documents can be scanned to the home office for processing, which eliminates the need to create more paper and the hard costs associated with the transportation of the documents. Often this expense alone allows you to realize a Return on Investment (ROI) within a few months.

By managing vital documents efficiently, we can make a difference.

On one hand, using less paper trims your bottom line through cost-cutting while creating efficiency. On the other hand, we still need to create a conservation policy regarding the paper documents that we receive.

Maximize the Audit Trail while minimizing the paper trail. By reducing the paper your company uses, you can help rein in a number of environmental problems, including global warming, clear cutting of forests, air pollution from incinerators, water pollution from the paper-making process, and overflowing landfills.

It's Easy To Go Green with PaperSave!

This year companies will spend millions on improving or replacing legacy software, but they won't address the largest bottleneck, their paper process(es). Going paperless enables companies to reduce the waste and the cost associated with managing paper.

Reduction of paper usage

The average paper document gets copied 19 times in its life. By managing document electronically when they are received, our dependency on reproducing a document is drastically reduced since information is readily available. Imagine reducing your paper usage by 20, 30 or 40%!

PaperSavePro™ delivers a complete, secure document management and workflow system without the inherent inefficiencies and risk of loss associated with traditional paper processes and filing systems while saving time, money and "greening" your operations.

About Paper Save Pro

Solutions@MBAF, the developer of PaperSave®, is headquartered in Miami, FL. PaperSave is designed to seamlessly automate the process of document imaging and electronic workflow with your Accounting Information System. PaperSave is "Simple. Streamlined. Paperless." addressing all the business issues above and then some.

Simple

PaperSave offers a fast and simple way to manage all your documents whether they start as paper or an electronic format. It works the way that you do, without having to purchase expensive supplies or alter your process. PaperSave is tightly integrated with many top industry applications such as Dynamics® and Blackbaud product lines so that document retrieval is just a click away from a record or transaction.

It offers 7 methods of document acquisition:

1. ScanNow™. Scan documents directly to records right from the desktop. Documents are added as transactions or additions to existing records are entered.

2. ScanLater™. Scan documents in batches, with each document automatically attached to its corresponding record. Customize ScanLater™ to add images to an already scanned document or additional documents to the same record, and maintain or replace original documents.

3. ScanFirst Electronic Workflow™. Route documents to approvers electronically and then enter transactions directly from an image in workflow queues, and PaperSave automatically attaches the original image to the transaction.

4. Integration with Microsoft Office® and Outlook®. Add customer, vendor and employee emails to the record from Outlook®, submit emailed invoices, purchase orders or correspondence directly into a workflow queue and attach documents directly from Office® applications.
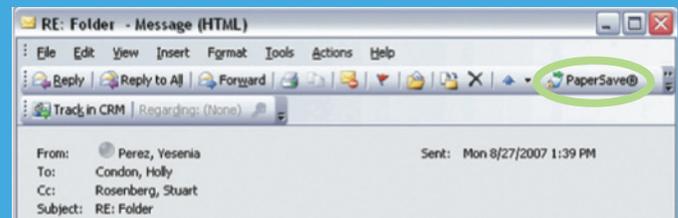
5. File Attachment. Attach almost any electronic file to a record. PaperSave inserts a copy of the document for retrieval at a later time.

6. Windows Explore®. Save documents from your file directory—just right click, hit "Add to PaperSave", and save a file directly to a record in your information system.

7. Forms Recapture™. Capture images of forms (checks, AR invoices, bills of lading, packaging slips, pick lists, etc.) as they are produced from the system and automatically associate the form to the source transaction. If customers call, images of the forms can be instantly emailed.

Streamlined

PaperSave offers a fast and streamlined way to electronically manage approvals around your documents whether they start as paper or an electronic format. Scan documents into secure workflow queues for approvers to review while increasing efficiency and accountability. PaperSave's workflow queues can also receive scanned documents remote locations as well as from Outlook®, Microsoft Office® or an electronic fax. The approver processes documents based on established business rules, eliminating the need to go around an internal process. With everything conveniently located on the desktop, the approver can focus on the task at hand. Upon approval, documents are immediately available for data processing. During processing, documents are "auto-filed" electronically eliminating the mundane and time consuming task of filing in a 4-drawer lateral filing cabinet.

Paperless

A paperless environment is proven to be an efficient environment. PaperSave can help eliminate the 10.5% of documents that are lost or misfiled and the 20-30% of time spent filing, searching and retrieving documents. (Statistics provided by Price Waterhouse Coopers). The cost of paper—and all of those bankers boxes, photocopies, filing cabinets and offsite storage—is adversely affecting your bottom line. Take a look at what your current paper storage is really costing you in terms of lost office space and offsite storage. With PaperSave, you can store about 200,000 images on a 40 GB hard drive at a cost of around $80. Document imaging with PaperSave pays for itself in a matter of months—not years.