Digital Document Processing in a Windows World!

A guide to Digital Document Management and Processing!

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Speedy Solutions Inc. “The Company”
**Why is digital document processing important for your business?**

It is not always immediately obvious why any business and particularly a small business might want to consider using digital document processing instead of paper documents. After all the use of paper documents has been such an integral part of doing daily business for literally hundreds of years and it basically works.

First, lets spend a little time on the big picture. Businesses will need to go digital with it’s document processing to survive. Maybe not this week, but certainly over the next 5 to 10 years depending on the industry you are in. The good news is that every small business can accomplish digital document processing today and can start to realize the significant business benefits of greater profitability thru increased communication, improved competitive advantage and increased employee efficiency.

This document tries to outline the reasons and benefits of considering such a concept based solely on your businesses particular needs. After all, it is only in very recent years that the price, performance and power of a Windows desktop environment can provide a real and viable environment for a business to use digital document processing and digital document management to start to replace those paper documents.

The technology to do it is available, affordable and thousands of companies of all different sizes from the one-person business professional to companies with hundreds of PCs are processing digital documents every day in a Windows environment. The sooner you are able to commit to a practical digital document processing plan for your business the better your company will be. The business world never stands still and over time depending on your industry, either competitive pressures and or legislative pressures may well force businesses of all sizes to have to consider digital document
processing at some level. Failure to act or at a minimum evaluate digital document processing for your specific business may well jeopardize the long term well being of the business and certainly eliminate the opportunity for a much more profitable future.

All of our clients at some point had come to realize that virtually every large company or corporation that they dealt with had moved to digital processing for all of its primary business documents. Large components of their business processes across all area’s of sales, marketing, production, manufacturing, administration and finance were now using digital documents rather than paper. In addition, email had become a preferred method of interaction for many types of business, to business and business to consumer communication. Why not also easily attach relevant and meaningful business documents that you need distributed with an email instead of with regular mail or overnight. Even home computer users are using both email and on-line access to communicate with companies to purchase products, pay bills and enter into contracts everyday. So it seems only reasonable to assume that your business should at least consider the possibility.

The result of these trends is that small business is now more than ever being pressured by two major societal elements to become more competitive and more efficient to survive. Large corporations for years have recognized the obvious competitive advantage that is gained by going digital when communicating with its clients, prospects and suppliers. This is coupled with a real and increasing demand by consumers to be able to communicate with companies and suppliers by email and to be able to order, receive and pay for the services and products that it needs via the Internet. Companies that do not consider the inevitability of using digital documents instead of paper documents will become less relevant over time and certainly less competitive and profitable.
So why is this happening? Well, larger corporations and companies some years ago recognized the enormous benefits of going digital. The technology was for them at that time available and affordable and it was simply worth the investment. Today, all businesses operating in a Windows environment now have this same opportunity and can purchase a complete digital document processing solution both the hardware and software for about a $1,000. Even less if that business either doesn’t need or already has the hardware such as a scanner or digital copier.

So, let’s consider why it is today that this issue still appears unclear or uncertain to most. Even though the technology is proven and available, is easily affordable, and offers significant benefit to any business. Why are many small businesses reluctant to even consider the concept of digital document processing? Maybe, it’s a simply case of having used paper documents for so long and even though it has its problems, we know our paper system and it’s comfortable and safe. The idea of doing anything else is just simply unthinkable. Of course it’s natural to fear any significant change.

Or is it because, over the years as with many new technologies and concepts determining what is a reality and what is a myth often becomes confused over time. Just the terms alone are many, scanning, Paperless office, digital imaging, digital documents PDF’s, Tiff’s scanners, copiers, MFP’s, MFD’s to name but a few.

This confusion has arisen primarily due to new hardware technology manufacturers that launch their new technologies and then strive to gain market share with the hope for eventually market dominance in a particular market niche. Each company needing to define their new product to the same exact market differently in an effort to position themselves from the basis of the actual product they are selling. In this particular instance new digital scanner manufacturers needed to convince businesses that using digital documents rather than the old but more familiar paper document is
better. Copier and printer manufacturers see that same business market completely differently. In basic marketing terms “scanner only” companies have to take a revolutionary approach to marketing their product, where printer and copier companies would suggest that you slowly evolve into the new digital document medium that already utilize their existing products. This is simply because they cannot afford to lose their existing printer and copier customer base and it’s associated revenues.

The result of these companies different marketing efforts and actions over time ultimately result in mixed messages to the market place and creates confusion as to what might actually be best for you the client. The question then becomes as to who is right? The answer is maybe all of them, or maybe it’s none of them.

Let me ask you a question, actually two.

How many of you purchased a scanner expecting to take your business digital and how’s that working out for you?

My guess is that it probably has not revolutionized your business and you are still evaluating the potential.

This is a classic case of scanner manufacturers marketing expectations that the product cannot on it’s own fulfill. Many had thought buy a scanner and take my business digital. Where in reality they now probably use the scanner less than the fax. A scanner is good for one thing, taking a paper document and making it digital and storing it in Windows. The main question still remains as to how do I easily get a single digital document back when I have hundreds even thousands of digital documents stored. The answer to this question and more can be found as you continue to read on.

The real question for now though, is what is right for you and your business and that very much depends on your specific business. It depends on what documents, applications and
business processes are in place today and which of those would serve your business best by being digital. Some companies existing business model might suggest that a revolutionary approach of going completely digital is the best solution. Where other companies would best be served by only considering digital document processing for those documents, applications and business processes that currently cause real problems with efficiency and impede communication of the business.

Either approach is completely appropriate depending on your specific business needs. More importantly though going digital is not a question of how you get the documents into the system. It is far more important to consider how easily and quickly those documents and images can be retrieved once they are digitized and stored. The answer to this question will be covered in the coming pages but the solution is definitely not with the scanner, copier, printer, multi function printer (MFP) or multi function device (MFD) manufacturers. These are all simply tools and equipment that only allow for the creation of digital documents and digital images.

Managing those documents and images once they are digitized and stored requires some form of digital document management system (DDMS). These products are more generally available from software companies, not from the hardware manufacturers. The basic essence of these systems is to be able to easily apply the same simple filing and procedural rules that were needed when you stored hundreds and thousands of paper documents either in filing cabinets around the office or file storage rooms. The basic filing rules that were applied to your paper filing systems are very simple, but nevertheless extremely important. These same rules absolutely need to be carried over to your digital document storage environment to ensure easy and fast access to all the digital documents stored, regardless of the volume.

The idea of applying fundamental business and filing rules to digital document storage is not a new concept. It’s being done
everyday by the Fortune 500 type companies and large corporations around the world that have been doing digital document processing for years. The use of digital documents and being able to manage them is probably one of the most significant technology contributions to corporate profitability over the last 15-20 years. Using digital documents dramatically increases employee efficiency and drastically increases the speed of the actual information flowing thru the business. The result is all of your business transactions are completed more quickly, more efficiently and more cheaply. Allowing your business to do more transactions with far less resources. The ultimate result is doing more business for less cost and equals greater profits.

As an example, the banking industry some time ago documented that providing its clients digital access to their own accounts has reduced the cost of a consumer transaction to about 7 cents. Compared with a cost of a $1.10 for that same transaction being done at the branch using a bank teller. That is quite a savings know wonder they offer reward points for you to pay bills on-line. In this example, the productivity gains were achieved thru the increased use of ATM’s and more importantly access being given to consumers of their own banking information like bank statements and account balances and status on-line via the Internet directly.

On-line access is not entirely a straight comparative to the actual creation and processing of digital documents, it simply indicates the type of savings a company can make when using digital documents. Of course, once a document has been digitized it can certainly be accessed on-line via the Internet and if you chose to present the information in that way, then the same savings are possible.

More likely small businesses will be more inclined to digitize documents and distribute them externally to clients, prospects and suppliers using email. Simply because the external communication transaction volumes for the average small to mid-size business do not warrant the large investment into
complex web-sites and the associated security and hardware investment needed for a fully online information service. Nevertheless as relates to the actual external communication transaction cost savings they are still very similar. Don’t forget sending and receiving an email is free.
Implementing digital document processing in your business.

Obviously, this section can only point you to certain areas of consideration when implementing a digital document solution. You will obviously always know your business far better than anyone else and ultimately what will work for you.

In our experience one of the first considerations that needs to be evaluated is how far or how many of your business documents or business processes you plan to implement or use in a digital document solution. This can cover the spectrum of at the low end implementing one single application or business process to the other extreme of a goal to take your entire business completely paperless. Either of these approaches is perfectly acceptable and appropriate. In either of these cases though the first step is to focus on the applications and business processes that currently have the greatest negative impact on the overall communication and efficiency of the company by using paper documents. Then it is simply a case of picking the first and most important one and to start with that and then move on one application or business process at a time. We have many clients that more than easily justified the investment into digital document management systems based on just doing one application. In fact, it is quite possible that if you just use digital documents on just one application or business process you will recover the cost of the investment in just a matter of weeks.

A further additional consideration when selecting an application or business process that you determine qualifies to go digital, is who will this effect if we digitize the process? Implementing a digital document process when the people that are directly affected are employees is probably easier than a system that affects third parties. This maybe either suppliers or clients or if it’s a sales process maybe prospective clients. This is not a major consideration that can’t be easily managed. In the last few years, I have not met anyone who would not prefer to get a document via email than by regular post or
overnight shipment. Distributing digital documents via email improves everyone’s efficiency and it is certainly much quicker and more generally reliable than the alternatives. The issue is simply that you need to involve the employees, people and companies that this might affect. In most instances it will simply be a case of getting peoples email addresses if that hasn’t been done already. For example, I order products using email with a digital purchase order and pay bills electronically. Every supplier I use has a system in place that handles email orders, shipping notification and electronic payment in some form. Remember it is much more efficient and less expensive for all parties to communicate via email and use digital documents. One final point, it is a possibility that you might not get a 100% participation of all the third parties that you want involved in a business process. In this instance the small percentage that do not participate can simply be processed by scanning in any of their paper documents that they may send you thus creating the digital document. Conversely any documents that would need to be sent to them would still be created digitally and simply printed out for the purpose of distribution via regular mail. This scenario would only need to be done for those few that can’t comply for whatever reason.

Lastly, some consideration has to be given to any possible legal implications. I am not a lawyer, but my impression over the last few years is that any legal issues regarding digital communication have become less and less over time. I understand that the legality of documents distributed by email and the emails themselves have perfectly acceptable legal standing and are viewed in much the same way as an original paper document might be viewed. This last statement cannot be considered as any legal justification or representation, and you the reader must examine and determine any and all legal ramifications, of what you do.

Lets consider some of the practical elements of digital document processing and lets be very clear on exactly what we are talking about. Digital document processing falls into two important distinct parts. The first is the “Creation” of digital
documents. The second “Digital Document Management” is the subsequent storage and retrieval and access of those digital documents.

(A computer term that best defines a “digital document” would be items that are stored digitally in either a PDF or TIFF or in it’s native file format such as word or excel.)

Creation of a digital document can be done in a number of ways but the end result is to always create a PDF or a similar type format file.

Note: PDF’s are the dominant standard format worldwide for any digital document activity.

Creating a PDF can be accomplished within the Windows environment in a number of different ways.

1). Most printers and copiers now have software associated with this type of hardware that allow a user at the point of either printing or copying a document to simply have a choice of producing a PDF (digital document) or create a hard copy paper document.

2). Most Windows supplied software applications today such as Office, Word or Excel offer preferences and options to create PDF’s, rather than actually printing. This is also true of many other industry standard software packages like Quickbooks.

3). There is also an additional option to either buy or download for free a software utility that runs under Windows that also creates PDF’s and works as part of the operating system.

4). This is the only scenario where you need a scanner, digital copier, MFP or MFD to create a PDF (digital document), where the original document is **PAPER**. These devices are only required if you are planning to go back and convert paper
documents that are currently in your file cabinets and offices to digital documents.

Many of our clients have never scanned any paper documents. They elect to simply freeze a business process that used to use paper documents and set a date at some time in the future where those documents begin to be created digitally. At that point in time all future business transactions that occur will retrieve those digital documents using a Digital Document Management system from their desktop in just a matter of seconds. If a business transaction subsequently occurs that requires information from a previously stored paper document then for that particular transaction it simply requires going back to the file cabinet.

Over time the need for the paper documents will obviously become less and less, to a point where those paper documents are no longer required. On average over 90 percent of all the business transactions that occur on an ongoing basis, use documents that were created within the last year. So at the end of each month you can evaluate and probably discard that year old “months” worth of paper documents, or place them in less expensive longer term storage.

This approach is extremely effective because you don’t have to worry about going back and scanning in hundreds of old paper documents saving a lot of employee time and effort. It also eliminates the need to purchase any new scanner type hardware to input old paper documents that may never be needed digitally.

Of course, if the application or business process demands that recent paper documents need to be available digitally then you have no choice but to input the required documents. A good digital document management system will automatically catalog and store digital documents working with any scanner or device that has scanning capabilities.
Storage Retrieval and Access of digital documents is accomplished using a “Digital Document Management System” (DDMS). The basic essence of these systems is to be able to easily apply the same simple filing and procedural rules that were needed when you stored hundreds and thousands of paper documents either in files in your desk or in filing cabinets around the office. The basic rules that are applied to paper filing systems are very simple, but nevertheless extremely important and absolutely necessary to be carried over to a digital document storage environment to ensure easy and fast access of all the documents stored.

So, what are the practical benefits of digital document management? First, let's define the term digital document.

The term digital document is generally associated with any of the more common business forms such as invoices, time sheets, call reports, time sheets, work orders, purchase orders, shipping documents, client records, prospect and sales records, contracts, letters, proposals, and emails and so on. Of course, vertical markets such as the medical profession have unique documents such as patient medical records and each vertical market may well have its own unique documents. Digital Documents are the much higher volume items in any business and constitute the essential documentation of all of the everyday transactions of any business. Therefore these items are required to be most often accessed and referred to. More importantly, using digital documents rather than paper provides a much greater degree of increased personnel efficiency and the greatest degree of cost savings for the business.

Since digital documents will represent the heart of any businesses' everyday communication both internally and externally, the ease of use of any system you select for Digital Document Management is critical. To implement a digital document management system will ultimately require personnel at all levels in your company to easily be able to
access or retrieve relevant documents regardless of their specific computer skills.

Once this is achieved though you can be assured of enormous productivity gains and cost savings. Compare the way you might currently answer a client query on perhaps his contract or a new business proposal accessing a paper document.

The client calls and makes a request to obtain a copy of his contract or maybe a question on a recent proposal that was sent. With a paper transaction you would take down the details of the request. Then either immediately or at some later time go to the file cabinet and retrieve the information. Then you either call back the client with the information, or fax it, or mail it.

With those digital documents stored on your computer at your desk the scenario is much improved. Client calls in with the same request. You then retrieve the needed document on your computer at your desk. At this time you can either answer the client request immediately or email the document directly to them while still on the phone with the client.

Bearing in mind this is just one transaction, of what could be many hundreds and thousands over time, the productivity improvement and cost savings are enormous. First, the transaction was completed as one event. It saved you the time of having to get up from your desk and go search for the required document, which is always where it should be right!!! It eliminated the potential telephone tag issue when you call back. It eliminated the time and cost of faxing or mailing or overnight shipping. But, most importantly, your client had his answer in seconds and the result from his perspective was that your company’s image was one of providing great service.

So lets further analyze the real savings and improvements. Give some thought to how many employees interact with either your clients or suppliers and other employees exchanging paper documents and information. It doesn’t matter what type
of business it is everyone exchanges paper and information in some way. Then try to analyze one of the most common transactions similar to the one described above and then how many times this or a similar event might occur within the company everyday. Then there are the real costs and savings in postage, overnight shipment costs, office space taken up by file cabinets just to mention a few. Then there are the intangibles like improved service to clients, better productivity of the employees and improved overall communication both internally and externally to your company. Since sales and revenue are such an important part of any business, this might be an obvious area to focus on first, although any area of the business that productivity can be improved is important.

Distribution of Digital Documents in a windows world will be unlike the Fortune 500 companies and larger corporations in that it is unlikely in the near term you will be investing in large transaction based network systems and the associated hardware and security requirements. The preferred and almost without exception method of distributing small business digital documents is via Email. Everyone is familiar with Email but just to emphasize its value, you can distribute any digital document or image in a matter of seconds anywhere in the world. And just in case you forget it is essentially free to send and receive email. Of course, there is an ISP service fee associated with gaining access to email services, but most if not all businesses already subscribe to such services.
Selecting the right Digital Document Management System for my business?

We have also enclosed with this requested document Digital Document Processing in Windows World the Speedy Organizer – and Speedy Organizer/PLUS Digital Document Management systems brochure. It will give you an insight into the type of features and functions that you should expect from any Windows based Digital Document Management system. It seemed redundant to re-type this type of information again. So please, refer to the material enclosed in this package, or visit our website at www.speedyscan.biz

There are some obvious things that you should also consider in any evaluation to select the right system for your business that may be outside of the pure features and functions. The following outlines some fundamental issues that you should consider.

**Ease of use is paramount.** To obtain maximum benefit from the implementation of your digital document processing system you want to be sure that anyone who will need to use the system to gain access to information can, regardless of their level of computer knowledge. In addition, ease of use ensures a smoother and quicker implementation, with limited resources needed to train employees and staff.

Document search engine clearly provide the most benefit to clients when retrieving and searching for documents. It ensures that you will always find the document you need, simply and quickly. Retrieving any document(s) can always be completed in just a few seconds from the same standard menu, which intuitively prompts the user for the search criteria. A “Keyword search” either for a specific document or for multiple documents is accomplished by simply filling in the values of the field or fields that are required. “Advanced searching”, allows for the clumping of documents together by similar search terms like date or year. When information for a
specific field value is perhaps unavailable, Speedy Organizer provides a “Full text search” capability that will search the entire text of any document. Speedy Organizer even provides the ability to find documents anywhere on the system by interfacing directly to a “Complete Windows system search”. Speedy Organizer uniquely provides these four different search methods from the same single main menu ensuring your documents will always be found, will always be secure and will never be lost. Any and all of your documents will always be available in a matter of seconds.

**Designed specifically for the Windows environment.** It is very important that any system you purchase has been designed specifically for the Windows environment. One of the problems companies have run into is that the more digital documents they store the more difficult and slower it is to find those documents. This is because the Windows file folder structures alone are unable to support a comprehensive complete solution. A comprehensive Digital Document management system should not rely just on the Windows file folder structure alone. Simple indexing and user selected keys to better access documents is necessary to ensure finding a single document as quickly as possible. In a digital document environment it is reasonable to expect that finding a specific document should be accomplished in a matter of seconds regardless of the number of documents stored.

Lynette Kautz, Business Manager at Stratford School district explains it best.

“The process of creating PDF’s started some while ago and it became obvious that as several hundred documents had been loaded that it was becoming difficult to locate specific invoices or purchase orders in a timely manner using just the Windows file folder structures. Storing the actual PDF documents in a windows file folder structure alone cannot provide the necessary indexes and keys to easily retrieve a single document from within many.”
In laymen terms, this means that as you store more and more digital documents into a Windows file folder(s) structure, the ability to retrieve the correct document efficiently and effectively becomes slower and it takes the person looking for specific documents longer to find.

This is probably the single biggest reason that scanner equipment for many has been relegated to being an office product with little use. Scanners are good for one thing creating digital documents from paper documents. Storage, access and retrieval of those digital documents require some form of digital document management system that will alleviate this problem. It should be noted that not all digital document management systems address this problem and often use just the Windows file folders.

**A Search Engine for digital documents.** You are familiar with traditional Internet information search engines they can provide thousands and maybe millions of possible hits for just one information request. This is totally impractical from a business efficiency perspective when looking for business documents. Who is going to check thousands of returned hits to find the specific document required? A search engine designed for digital document retrieval should automatically enforce your own business filing procedures so that documents are put in the same place and in the same manner with out exception, regardless of who is filing them. This ensures that when you need to find a document only as few matches as possible are provided which always includes the specific document requested. A phrase that could best describe this approach might be a “Reverse Google”. This significantly reduces the amount of elapsed time a user would need to find the requested document. It is much more efficient to find a specific document when presented with 5 choices than it is 50 or even 500. It is reasonable to require that any digital document management system contain a uniquely designed search engine, which uses the most up-to-date document search technologies and search algorithms. That are specifically designed to handle all of the diverse and different
formats of departmental and office documents that your organization will have.

**A system that is safe and secure.** It is very important to have all your company's critical documents be completely safe and secure. Digital document management systems should provide a higher level of security for any and all of your business documents. A level previously unattainable when managing paper documents. Each document needs to be automatically designated with user and administrative – ID's, which then automatically provides a complete audit trail of who accessed any document, when and from where. All of the security functions should be able to be set up in-line with any existing standards that may already have been designated for your business.

**A system that will grow with your company.** Part of any evaluation criteria should be that any software system that you purchase, especially as you invest time and money into implementation, should be that it is able to handle more documents than you will ever need. It is also important that you also retain the investment of learning an implementing a digital document management system by the system looking and feeling exactly the same whether you are a one person business running one desk top computer or several hundred people and computers in multiple offices and locations anywhere in the world.

**A system specifically designed and priced for the Windows environment.** Any selection of a (DDMS) that you make on a Windows based operating platform should have been designed specifically for that platform. Equally important it should be priced for the small business market.

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Can my Windows based system handle large volumes of digital documents?

Absolutely, like most small businesses you probably use a Windows based computer system either stand alone or with a local area network. Larger small businesses will also have introduced some form of full windows client server type network environment, especially if you are dealing with multiple companies or departments in different geographical locations. The point is that this is the environment that small business is already invested in, so it makes sense to continue to leverage off the investment. In addition, if you are like most businesses the existing computer resources you have are fundamentally under utilized. Most small companies have maybe 2 or 3 applications running on any given desk top and those computers and servers are probably only utilized by as much as maybe 25% of the actual power and capacity available. How many PC’s do you have that just use maybe one or two applications, maybe word processing, spreadsheet and a bit of Internet processing? When selecting a digital document management system it makes good business sense to utilize your existing resources and the investment in hardware that you have already made rather than discard it. Your company’s entire business information is probably one of the most valuable assets that you own. Why would you wish to relinquish all your private company information to some relatively unknown remote digital document service provider to store and manage your businesses digital documents from a remote location?
Is a Windows environment a secure safe system to store digital documents?

Yes, for the following reasons. The reality is that the larger the computer system the more likely they are to be attacked with actual malicious viruses to either pirate or just destroy information. The risk of security breaches in any computer environment goes up in direct proportion to the amount of users with access to the systems. Simply put, the bigger the computer system the greater the risk will be. That is why much press and media reporting is always about large companies and why large companies invest millions in security systems, they are simply more prone to attacks. The likelihood of having a disgruntled employee with the knowledge to attack a computer system is much greater if you have 6000 employees rather than 60. Also, the economies of scale to invest the time and money to plant a virus to steal another company’s information is much more likely at bigger corporations. Why would anyone invest the same time and effort to get access to five hundred peoples private information when you could do exactly the same work to get to fifty thousand. The small business windows based systems in our opinion is at least equally as secure as any large systems, not because they have spent hundreds of thousands of dollars on security systems, but because any one small business is not a large enough viable target. Small businesses are frankly not worth the effort. Any small business that has a window’s based virus detection system and normal backup and archival procedures will be perfectly secure to manage it’s own digital documents. A last thought on the subject of security. I would have to ask the question, how secure is the information that is currently stored on paper documents stored in file cabinets or just around your office? A digital document stored in a computer environment is by far a more secure environment than paper documents stored in file cabinets.
How expensive is a complete digital document processing solution?

Surprisingly, it is not as much as you might think.

It depends on the suppliers and to some degree your needs and how you plan to implement digital document management in your company. On the hardware side at the low end scanners can be purchased anywhere from $500 to $1200 and even the low end machines will satisfy most reasonably sized business needs. If you are looking at Multi function devices, copiers that scan or printers that scan then you may pay more. The software cost of a Digital Document management system will vary depending on the product. Many of the software companies that have been in this market for sometime are generally geared up to market and price to the larger companies and the costs are usually quite high. Very few software companies actually have designed and developed systems specifically for the Windows environment and even less have priced the product for any small business to be able to easily afford. Speedy Organizer is about $100 a year and Speedy Organizer/PLUS is on the low end about $200 a year or can be purchased for about $550. Most other solutions are more expensive and often do not offer the same Power, functionality and ease of use that the Speedy Organizer family of products offer.

So the short answer is that the average investment for a small business to process digital documents for both hardware and software is in the range of $1000 to $1500 for a complete digital document and image processing solution. Of course if hardware is not required it’s even less. You may in fact from an investment point of view save money given that most PC’s and desktops in a Windows environment are generally significantly under utilized and over time just reducing the footprint of the paper storage in the office can make a big difference.

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Glossary of terms.

Digital Document – A document that has been created or input in a digital form and is stored digitally for later retrieval and access for business or personal transaction processing.

Digital Document Management – A software application or software product that defines and manages the storage retrieval and access of digital documents by automatically applying the same business and filing rules that were associated with the storage and retrieval of paper documents.

Digital Document Processing – An environment and process by which you can safely, securely and efficiently process business documents in a digital form as opposed to paper.

Digital Image – An image that has been created or input in a digital form, usually associated with a higher graphic quality representation for things like pictures, high detail drawings or diagrams, maps, graphs and so on.

MFD – Multi Function Device that performs copier functions, print functions, scanning and faxing all in one unit similar functionality of an MFP but derived from the original office copier machines.

MFP - Multi Function Printer that performs print functions, copier functions, scanning and faxing all in one unit.

PDF – Portable Document Format. Represents two dimensional documents in a standard manner and is used by applications, hardware and software to process digital documents. PDF is the de facto world standard format for the processing of digital documents.

Scanner – Hardware that creates digital documents usually in a PDF format from hard copy paper documents.
TIFF – Tagged Image File Format is a file format for storing digital images and is used for higher quality color graphic images, such as a picture, complex diagrams and scientific application.
The Company.

Speedy Solutions is a company that is dedicated to the ongoing research, development and distribution of Digital Document Management products and systems that enable all companies to improve their efficiency, accuracy, reliability and security of one of their most valuable assets, information and documentation. Speedy Solutions was established in 2003. Since that time Speedy Solutions has been developing and distributing thousands of products designed as part of our Practical paperless office approach for businesses large and small.

Now with many thousands of clients we continue to be committed to the supply of new and innovative industry leading solutions in the area of a “practical paperless office” and digital document management systems. Our distribution channels include retailers and e-tailers, MFP dealers, Copier and Scanner Dealers as well as direct distribution thru our own sales organization. In addition, we have built a professional services group and a partner network that can create solutions for any type of business or organization regardless of its size or business model. Speedy Solutions is a leading provider of software solutions designed with both Simplicity and Power. The simplicity of design ensures unparalleled ease of use and stability of function, along with the power to handle any size and volume of documents and information.
**Mission Statement.**

Speedy Solutions primary goal is to provide small businesses with all the same productivity tools as Fortune 500 companies, at a price that they can easily afford. Much of corporate America continues to simply strive to be the biggest. We believe that being the best is far more important. We also believe that American small business shares this exact same objective. If one day we happen to get big that’s OK to, but only if it makes us better.

Designed by people in small business for small business people. All of our efforts are driven by three main design principles, simplicity, power and affordability.

**Simplicity and ease of use!**

As end-users ourselves we believe that in the area of digital document management it is imperative that any system has to be able to be used by everyone. Therefore simplicity and ease of use is the key. For hundreds of years we have filed and retrieved our paper business documents in desks, file cabinets and offices. With all the apparent deficiencies that those paper filing systems have in today’s electronic world, paper filing was and continues to be both reliable and most of all easy to use. In a digital world those basic tenets should not be compromised.

**Power!**

As business people we also recognize that the digital world is a world of ever increasing demand for more information, more quickly, with a constant need for improving the speed of information flow. Our products are designed with the Power to handle today’s increased need for the speed of information flow and all of tomorrow’s needs, and our clients will never outgrow our systems.
Affordability!

Our products are all designed to operate in a Windows environment. This allows for us to provide an affordable comprehensive digital document solution to a small business problem. We believe that a businesses most valuable asset is it’s information and American small business stores that information on computers in its offices in a windows environment. We see no reason why small business should sacrifice its investment, or security and control of its single biggest asset its private information, by storing and managing digital documents at some third party large computer environment, at some extravagant cost. American small business has already invested tens of thousands of dollars into its own office information processing systems and we see no reason to throw that investment away.

In the case of managing digital documents in a windows environment the problem is simple. The windows file folder system does not easily support large volumes of digital documents, such that they can easily be retrieved in a timely manner by end-users. Speedy Solutions products very simply fix that problem. Storing digital documents and more importantly retrieving those documents can easily be done in seconds, always finding the specific document required.

Value!

Speedy Solutions products provide significant value by leveraging off the technology investment that small business has already made. It provides a comprehensive digital document management solution that is easy to learn and even easier to use. Our clients begin to derive real benefit in just a few hours. If you use just one small application or business process using Speedy Solutions digital document management you can be assured to recover the cost of the system in just a matter of a few weeks.
I hope you found the information provided in this document useful and that it will give some ideas to point you in the right direction as you consider digital document processing for your business.

We would certainly appreciate your comments either good or bad and suggestions are welcome on how we can make this document more useful for others.

Also, if you have more specific questions or need any additional information!!!

Please CALL or EMAIL Speedy Solutions, Inc.

At 1- (866) 369-8479 or visit our website at www.speedyscan.biz to contact us by email.

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