

Paper Statistics

An average organization:

- Makes 19 copies of each document
- Spends \$20 in labor to file each document
- Spends \$120 in labor searching for each misfiled document
- Loses one out of every 20 documents
- Spends 25 hours recreating each lost document

Source: Price Waterhouse Coopers

95% of information is on paper. It is estimated that the average worker prints out 45 sheets of paper per day.

Source: IDC

25% of enterprise paper documents are misplaced and will never be located.

Source: Datapro/Gartner Group

The average employee spends 400 hours per year searching for paper documents.

Source: Datapro/Gartner Group

The typical enterprise with 1,000 knowledge workers wastes \$6 million to \$12 million per year "searching for nonexistent information, failing to find existing information, or recreating information that can't be found." In addition, it is estimated that knowledge workers spend 15% to 30% of their work time looking for information.

Source: IDC

It costs about \$25,000 to fill a four drawer filing cabinet and over \$2,100 a year to maintain it.

Source: Garner Group

The average 4-drawer filing cabinet contains 10,000 – 12,000 pieces of paper.

Source: Staples