Is File Tracking For You?

Can you imagine the headache – searching for a file that was not lost in the first place? This process happens time again in virtually every office every single day. It is estimated by ARMA that the cost of time spent locating or re-creating files is $200.00 (national average) per 'misfile'. Misfiles alone can increase labor costs by 50%. Every minute spent searching for a lost or misplaced file and the painful process of recreating the file takes away from workplace productivity and costs $$$.

Does your company have problems finding records that are removed from their permanent location?

Are there records frequently lost or misfiled inside of your file room/record center?

Are important documents missing from folders/records?

Do you find yourself spending too much time searching for and/or recreating lost records?

Do your records present a potential legal liability?

Can you access inactive records in a timely fashion?

If these questions sound like an experience in your office, just take a look at a sample price tag of what the file room/records center is really costing your company.

File Tracking
Software.com

What Do Misfiles Really Cost?

Take our 3 examples of different size file rooms/record centers.

Case Study #1: Average File Room	
Total number of folders:	10,000
% misfiles: (National Average)	5% per year
Actual number of misfiles:	500 per year
Labor Costs + Cost of recreating a misfile:	$200.00
$200 per misfile x 500 =	**$100,000** per year

Case Study #2: Large File Room	
Total number of folders:	100,000
% misfiles: (National Average)	5% per year
Actual number of misfiles:	5,000 per year
Labor Costs + Cost of recreating a misfile:	$200.00
$200 per misfile x 5,000 =	**$1,000,000** per year

Case Study #3: Corporate File Room	
Total number of folders:	1,000,000
% misfiles: (National Average)	5% per year
Actual number of misfiles:	50,000 per year
Labor Costs + Cost of recreating a misfile:	$200.00
$200 per misfile x 50,000 =	**$10,000,000** per year

Why spend money looking for and replacing lost files when you can erase wasted time spent in the office and improve productivity office wide?

Call for a demo of our File Tracking Software. Demos are by appointment only. See www.filetrackingsoftware.com for more information on RFID Tracking Systems, Document Imaging, and On-Demand Strip Label Printing Software.

Call @:**714-258-4656**
E-mail @:info@filetrackingsoftware.com