

**DETERMINE RETURN ON INVESTMENT - COST PER DOCUMENT**

**Document Management**  
DFI Network Solution

**Company**

**Follow the formula below to calculate your SAVINGS**

**Estimates**

Insert Your  
Figures in  
Yellow  
Fields

**EXAMPLE SAVINGS:**

	<b>CORE Sample</b>	
<b>Number of Work Days Per Years:</b>	262	262
<b>Number of Branches: (5 Branch Implementation)</b>	2	5
<b>Number of DFI View Stations: (15 Viewer Licenses)</b>	5	15
<b>1- Manual Labor Spent Filing Documents:</b>		
Number Documents Filed Per Day (2-3 hrs/400 docs)	217	217
Invoices - Day	100	100
Invoices - (Number of Copies Per Invoice)	3	3
Packing Slips - Day	90	90
Packing Slips - (Number of Copies Per Packing Slip)	3	3
Pick Tickets - Day	0	0
Pick Tickets - (Number of Copies Per Pick Ticket)	0	0
Statements - Month	250	250
Statements - (Number of Copies Per Statement)	2	2
Other Documents (MSDS, MTR, Drawings, Specs, Reports, Manuals)	10	10
Number of Employees Involved in Filing Documents (Filing Clerks)	3	3
Average Hours per Day Employee Spends Filing Documents	0.5	0.5
Hours per day for all employees	1.50	1.50
Average Pay Rate per hour	\$13.00	\$13.00
Filing Cost per Day	\$19.50	\$19.50
Number of days Spent Filing	262	262
<b>Annual Estimated Labor Costs (using # days/year)</b>	<b>\$5,109.00</b>	<b>\$5,109.00</b>
<b>Costs per document (23 sec/doc)</b>	<b>\$0.090</b>	<b>\$0.090</b>
<b>2- Manual Labor Spent Retrieving Documents:</b>		
Number of Employees Involved in Retrieving Documents (# Filing Clerks, Order Desk, Accounting...)	10	10
Average Hours per Day Employees Spends Retrieving or Waiting for Documents (IND 20%)	1	1
Hours per day for all employees	10.00	10.00
Average Pay Rate per hour	\$13.00	\$13.00
Filing Cost per Day	\$130.00	\$130.00
Number of days Spent Filing	262	262
<b>Labor Cost per Year (using 260 days/year)</b>	<b>\$34,060.00</b>	<b>\$34,060.00</b>
<b>Costs per document</b>	<b>\$0.598</b>	<b>\$0.598</b>
<b>3- Manual Labor Spent Retrieving Misfiled/Lost Documents: N/A For AutoPoint Documents</b>		
Misfiled - IND - Industry Standard 3% of documents - costs to find \$120/document	7	7
Misfiled Document Costs	\$782.82	\$782.82
Lost Documents - IND - Industry Standard 7.5 % of documents - costs to reproduce \$220/document	16	16
Lost Documents Cost	\$3,587.93	\$3,587.93
<b>Labor Cost per Year (using 260 days/year)</b>	<b>\$4,370.75</b>	<b>\$4,370.75</b>
<b>Costs per document (Spread Over Total Documents)</b>	<b>\$0.077</b>	<b>\$0.077</b>
<b>4- Manual Labor Managing a Paper Document Filing:</b>		
Number of Employees Managing a Paper Document File System	8	8
Hours per day for all employees	0.50	0.50
Average Pay Rate per hour	\$13.00	\$13.00
Hours per day	\$52.00	\$52.00
<b>Annual Total Cost of Managing a Paper Document File System</b>	<b>\$13,624.00</b>	<b>\$13,624.00</b>
<b>Costs per document</b>	<b>\$0.239</b>	<b>\$0.239</b>
<b>TOTAL ANNUAL LABOUR - FILING AND RETRIEVING DOCUMENTS</b>	<b>\$57,163.75</b>	<b>\$57,163.75</b>
<b>COSTS PER DOCUMENT</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>5- Operational Costs - Equipment &amp; Supplies:</b>		
Storage Costs (Estimated # New Cabinets)	3	3
Storage Costs (Current Number of Filing Cabinets)	30	30
Average Cost per File Cabinet	\$150.00	\$150.00
File Cabinet Costs	\$450.00	\$450.00
Anticipated Reduction in Hanging File Folders	300	300
Average Cost per Hanging File Folder	\$0.30	\$0.30
Hanging File Folder Costs	\$90.00	\$90.00
Anticipated Reduction in Manila Folders	900	900
Average Cost per Manila Folder	\$0.05	\$0.05

**DETERMINE RETURN ON INVESTMENT - COST PER DOCUMENT**

Manila Folder Costs	\$45.00	\$45.00
How much filing cabinet space do you maintain and could this space be used for other purposes?	300	300
What are your cost per square foot?	\$14.50	\$14.50
Filing Space Costs	\$4,350.00	\$4,350.00
<b>TOTAL ANNUAL OPERATIONAL - EQUIPMENT AND SUPPLY COSTS</b>	<b>\$4,935.00</b>	<b>\$4,935.00</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.087</b>	<b>\$0.087</b>

<b>6- Mail Handling and Postage Costs (Invoices/Statements):</b>		
<b>6a- Manual Labor Spent Mail Handling:</b>		
Number of Employees Involved in Processing Mail	1	1
Average Hours per Day Employee Spends Processing Mail - 2 hrs/200 docs (printing, sort, folding, stuffing, posting)	1.1	1.1
Hours per day for all employees	1.11	1.11
Average Pay Rate per hour	\$13.00	\$13.00
Mail Handling Cost per Day	\$14.49	\$14.49
<b>Annual Labor Costs (using 260 days/year)</b>	<b>\$3,796.00</b>	<b>\$3,796.00</b>
<b>Costs per document</b>	<b>\$0.130</b>	<b>\$0.130</b>

<b>6b- Postage Costs, Envelope and Forms Costs:</b>		
Number of Envelopes Mailed Daily (Invoices for one customer may be Combined into one Envelope)	60	60
Number Of Invoices Mailed Daily	100	100
Number of Envelopes Mailed at Month End (Statements)	200	200
Postage Costs (per document)	\$0.52	\$0.52
Cost Per Envelope	\$0.04	\$0.04
<b>Annual Postage Costs (using 260 days/year)</b>	<b>\$10,056.60</b>	<b>\$10,056.60</b>
<b>Costs per document</b>	<b>\$0.555</b>	<b>\$0.555</b>

<b>TOTAL ANNUAL POSTAGE COSTS</b>	<b>\$13,852.60</b>	<b>\$13,852.60</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.69</b>	<b>\$0.69</b>

<b>7- PrePrinted Forms Costs (Invoices/Statements/Packing Slips/Pick Tickets):</b>		
PrePrinted forms created for printing	\$0.0350	\$0.0350
<b>TOTAL ANNUAL PREPRINTED FORM COSTS</b>	<b>\$1,847.30</b>	<b>\$1,847.30</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.035</b>	<b>\$0.035</b>

<b>8- Printing Operational Costs (Invoices/Statements/PKG Slips Including Mailed Documents):</b>		
(Calculation includes toner/ink, replacement costs and maintenance fee - Average about 12,500 sheets per printing device per month)	\$0.0216	\$0.0216
<b>TOTAL ANNUAL PRINTING COSTS</b>	<b>\$1,140.05</b>	<b>\$1,140.05</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.022</b>	<b>\$0.022</b>

<b>9- Labor Spent Faxing On-Demand Documents:</b>		
Number of Employees Involved in On-Demand Faxing of Documents	1	1
Number of documents requiring On-Demand Faxing per day (5% Mailed Documents)	3	3
Average Hours per Day Employees Spend On-Demand Faxing (1 min/ Doc)	0.05	0.05
Hours per day for all employees	0.05	0.05
Average Pay Rate per hour	\$13.00	\$13.00
Average Cost per Day	\$0.65	\$0.65
Number of days of On-Demand Faxing	262	262

<b>TOTAL ANNUAL FAX ON-DEMAND COSTS</b>	<b>\$170.30</b>	<b>\$170.30</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.22</b>	<b>\$0.22</b>

<b>SUMMARY - ANNUAL COSTS</b>	<b>ANNUAL</b>	<b>ANNUAL</b>
<b>TOTAL ANNUAL LABOUR - FILING AND RETRIEVING COSTS</b>	<b>\$57,163.75</b>	<b>\$57,163.75</b>
<b>COSTS PER DOCUMENT</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>TOTAL ANNUAL STORAGE EQUIPMENT AND SUPPLY COSTS</b>	<b>\$4,935.00</b>	<b>\$4,935.00</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.09</b>	<b>\$0.09</b>
<b>TOTAL ANNUAL POSTAGE COSTS</b>	<b>\$13,852.60</b>	<b>\$13,852.60</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.69</b>	<b>\$0.69</b>
<b>TOTAL ANNUAL PRINTING COSTS</b>	<b>\$1,140.05</b>	<b>\$1,140.05</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.02</b>	<b>\$0.02</b>
<b>TOTAL ANNUAL PREPRINTED FORM COSTS</b>	<b>\$1,847.30</b>	<b>\$1,847.30</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.04</b>	<b>\$0.04</b>
<b>TOTAL ANNUAL FAX ON-DEMAND COSTS</b>	<b>\$170.30</b>	<b>\$170.30</b>
<b>COSTS PER DOCUMENT</b>	<b>\$0.22</b>	<b>\$0.22</b>

<b>\$ 79,109.00</b>	<b>\$ 79,109.00</b>
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**INVESTMENT: SUMMARY**  
**ONLY APPLIES TO FULL VERSION OF DFI**

Hardware, software and setup are "Ball Park Pricing", please enter your quoted values below

**DETERMINE RETURN ON INVESTMENT - COST PER DOCUMENT**

<b>1- Hardware - Server/ScanStations/Scanners (Examples Only)</b>	\$ 10,000.00	\$ 10,000.00
OP1: 1 SRV, 1 SCNNR & 1 PC   OP2: 1 SRV, 2 SCNNR & 2 PC		
<b>2- Software - Server OS/Database Lics/MS Connection Lics/BKUP Soft/DFI Software (Examples Only)</b>	\$ 10,000.00	\$ 10,000.00
OP1: (1 OS, 1 SQL SRV, 20 SQL CALS, 20 WIN CALS, 1 EPS, 1 SCN VWR, 1 DCR, 15 VWR, 5 BRH)		
<b>3- Setup, Configuration, Installation, Training, Deploy, Miscellaneous (Examples Only)</b>	\$ 9,600.00	\$ 9,600.00
<b>On-Going</b>		
<b>4- Manual Labor Spent Scanning, Profiling and QA of On-Demand Documents (Non-Tablet/EPS):</b>	\$ 851.50	\$ 851.50
Number of Employees Involved in Scanning, Profiling and QA of Documents	1	1
Number of documents requiring Scanning, Profiling and QA per day	100	100
Average Hours per Day Employees Spends Scanning, Profiling and QA (2 hrs/400 Docs)	1	1
Hours per day for all employees	0.25	0.25
Average Pay Rate per hour	\$13.00	\$13.00
Average Cost per Day	\$3.25	\$3.25
Number of days Scanning, Profiling and QA	262	262
<b>5- Labor Spent Faxing and Emailing On-Demand Documents (Non-EPS):</b>	\$ 567.67	\$ 567.67
Number of Employees Involved in On-Demand Faxing and Emailing of Documents (Every DFI Lic)	10	10
Number of documents requiring On-Demand Faxing and Emailing per day	10	10
Average Hours per Day Employees Spend On-Demand Faxing and Emailing (1 min/ Doc)	0.2	0.2
Average Pay Rate per hour	\$13.00	\$13.00
Average Cost per Day	\$2.17	\$2.17
Number of days of On-Demand Faxing and Emailing	262	262
<b>6- DFI OSPs Yearly</b>	\$ 3,540.00	\$ 3,540.00
OSP Monthly \$250 - \$3,500 (support charges are based on seats and licenses)	\$ 295.00	\$ 295.00
<b>Total Investment</b>	<b>\$ 34,559.17</b>	<b>\$ 34,559.17</b>

**RETURN ON INVESTMENT:**

	Mths	Mths
<b>Number of Months to Recover Investment</b>	<b>5.24</b>	<b>5.24</b>
<b>On-Going Cost Savings</b>	<b>\$ 82,365.17</b>	<b>\$ 82,365.17</b>

**NOTES:**

Investment dollars need to be setup for your particular purchase, as sites are different. Some sites use PC's as small workgroup servers, others use server class machines. Depending on the number of users, some site use the free SQL Express version.

If you are planning to use a back file scanning process (scanning old files into the system from previous years) you need to adjust your labour costs in item 4 above.

Labour for back file scanning will depend on the process used.