

ROI Worksheet

Use this form to gather the information needed to calculate the Return on Investment (ROI) for your business. This task might take some time and it may appear to be "tedious," but you will be very surprised at the outcome. If you're not sure whether to "Go Paperless" this exercise will give you the answer, plain and simple, with the numbers you gathered.

Note: If you're skeptical of the results and want to know how we calculated your entries, email us with you ROI and we'll send you an Excel Spread sheet, including the math, for you to evaluate.

When you finish, return to www.scan2us.com/roi and place this information in the form and it will calculate your ROI and IMMEDIATELY give you the results. So...let's get started:

1. Get an average hourly cost for all the people who access or manage your files and filing system. Add them all together and take the average to use in the ROI. _____

Employee Name:

Wage/Hr (can be Salary/hours)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Hourly Payroll Benefits and Burden: _____

Usually this will be a flat percentage that your payroll company or human resources can provide for you. If you are not sure, the national average is 25%.

3. Count the number of pages you add to your filing system each day. _____

Ask your staff to count each page they file or retrieve and give you totals at the end of the day. If you want more accurate numbers, gather the numbers for a whole week and get the average. Note: Another way is to count the number of transport boxes you use each year...the letter size 12x15" (holds tightly packed) about 3,000 pages. Then take the total pages and divide by 240 (works days a year) for pages per day.

4. Get a stop watch and measure the time _____ it takes to file and retrieve a document. Don't forget to count the time it takes to walk to and from the file cabinets.
5. Open and count the number of pages in twenty five (25) average file folders. Add them together and divide them by 25 to get this entry. _____
6. How many 4(or 5)-drawer-file cabinets in your office : _____
7. How much is your annual cost per square foot of office space? _____
8. How much to you pay to store a box of documents off site. _____ You might have a storage service or you might rent warehouse space. (If you self-store, divide the number of boxes into the yearly cost of the storage space.)
9. How many boxes do you have stored OFF-SITE : _____
10. If it is possible to determine the number of times a file is mis-filed, make that count. Even if it's only a couple per week: this can be an important number. _____ (Government sources figure 1-3% of all documents are misfiled or lost on someone's desk)
11. Finally, calculate the average time it takes to find a misfiled document. _____ (The national average is 3 hours.)