Virtual Cabinet

Top 7 Benefits
of Going Paperless at Work

Going digital is a quick way to leverage many benefits for your business, but it can be a challenge if you've been running on hard copies for a while. Are the benefits worth the challenge? Let's find out.

1. Improved accessibility

- Digitise your documents and upload them to one central location
- Everyone can access the files they need – internally and externally

2. Saving time

- Don’t waste time filing, organising and searching for paper documents
- Automatic filing makes life easy
- Set up archiving policies

3. Productivity

- Improve output by speeding up handoffs and delivery
- Avoid wasting valuable time looking for lost files

4. Advanced security

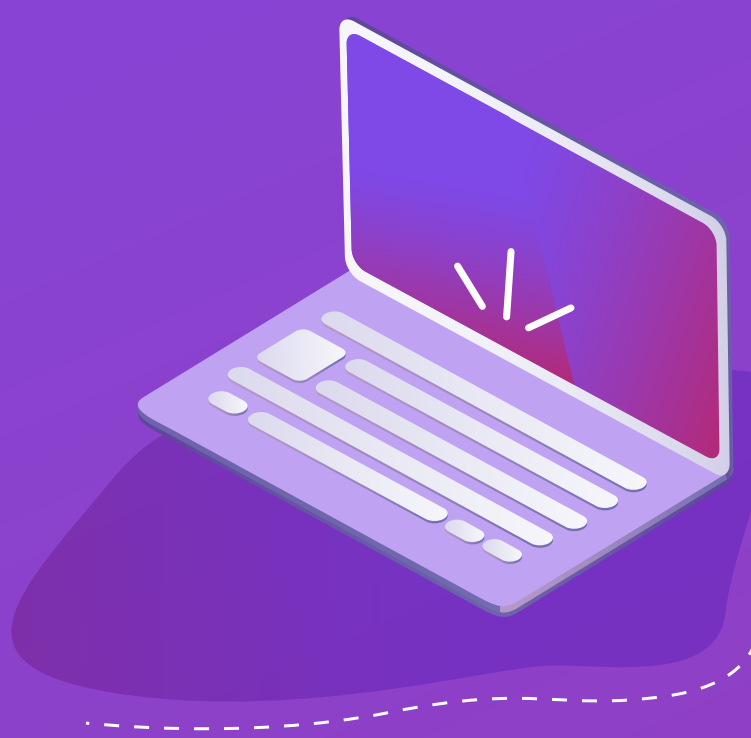
- Protect yours and your client’s data
- Reduce the risk of hackers and cyber attacks
- Manage access controls

5. Cutting costs

- Reduce money spent on printing and document delivery
- Save costs on equipment for printing and storing documents

6. Freeing up space

- Eliminate the need for office storage and equipment, making room for growth and development



7. Going green

- Reduce your paper consumption
- Become more sustainable
- Save on fuel for delivery

TOP TIPS
for a Paperless Office

- Discourage the use of wasteful printing
- Digitise your existing files and documents
- Opt for paperless statements and payslips
- Sign documents digitally
- Switch out your fax machine for a well-organised email system and secure Client Portal - encouraging collaboration, faster turnaround times and improved workflows.

Thinking of going paperless? A document management system is designed to securely store your files, making it easy to find documents.

Cut the chaos with Virtual Cabinet – experts in digital document management. To find out how you can help

your office go paperless, speak to us today.

Book a FREE Demo Today