



# DocuWare

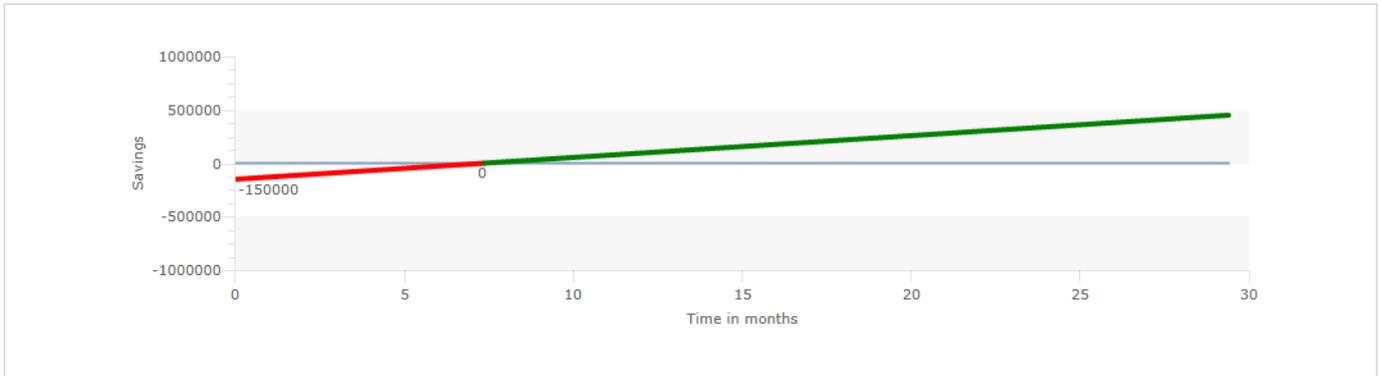
Your ROI Calculation

**NASHUA** 

saving you time. saving you money. putting you first.

# ROI time frame

Suitable for networks of 5 to 500,000+ users	R363,253.50
Potential Investment	R2,670,000.00
The ROI time frame should be	7.35 months



## General time savings

QUESTIONS	ANSWERS
How many documents are stored per day?	100
How long does it take to store 1 document? (minutes)	3
How many documents are retrieved per day?	20
How long does it take to retrieve 1 document? (minutes)	5
How many documents are copied per day?	10
How long does it take to copy 1 document? (minutes)	5
How many employees route documents internally in your organisation?	10
How much time does each employee spend preparing to route?	30
How many documents that cannot be found have to be reproduced?	5
How long does it take to reproduce a lost or misplaced document? (minutes)	30

Storage	83 hours 20 minutes	Savings for storing, retrieving, copying and routing preparation:
Retrieval	30 hours 0 minutes	= (Number of documents) x (time saving per document) x (20 workdays)
Copying	15 hours 0 minutes	Assumed time for storage, retrieval, copying and routing preparation with DocuWare is 30 seconds.
Routing Preparation	98 hours 20 minutes	Savings for reproduction:
Reproducing	2 hours 30 minutes	= (Number of documents) x (time for reproduction)
<b>Total</b>	<b>229 hours 10 minutes</b>	

## General office resource savings

QUESTIONS	ANSWERS
How much space do you need for storing documents? (square meters)	30
What is the monthly lease rate? (per meter)	100
How much postage could you save per month if your documents could be sent in digital form?	100
What is the price of one photocopy?	0.1
What is the price of one printout?	0.1
How many pages are printed per day to be stored in folders?	50

Storage	R53,400.00	Savings on storage space: = (Saved storage space) x (monthly lease rate)
Postage fees	R1,780.00	Postage fees
Copying	R356	Savings on photocopies and printing costs: = (Number of documents) x (Price per copy/printout) x (20 work days)
Printing costs	R1,780.00	
<b>Total</b>	<b>R57,316.00</b>	

## General savings

Office resource savings		R57,316.00
Time savings (below shows used/remaining)		229 hours 10 minutes
What percentage of this time savings could you use to reduce your payroll?	25 %	R152,968.75
My personnel costs per hour are	R2,670.00	
What percentage of this time could you redirect to other activities?	25 %	R152,968.75
I value these other activities at an hourly rate of (cost per hour)	R2,670.00	
<b>Total</b>		<b>R363,253.50</b>





**NASHUA** 

saving you time. saving you money. putting you first.

For more information please visit

 [www.nashua.co.za](http://www.nashua.co.za)  
 [solutions@nashua.co.za](mailto:solutions@nashua.co.za)

 /NashuaLTD  @NashuaLTD