

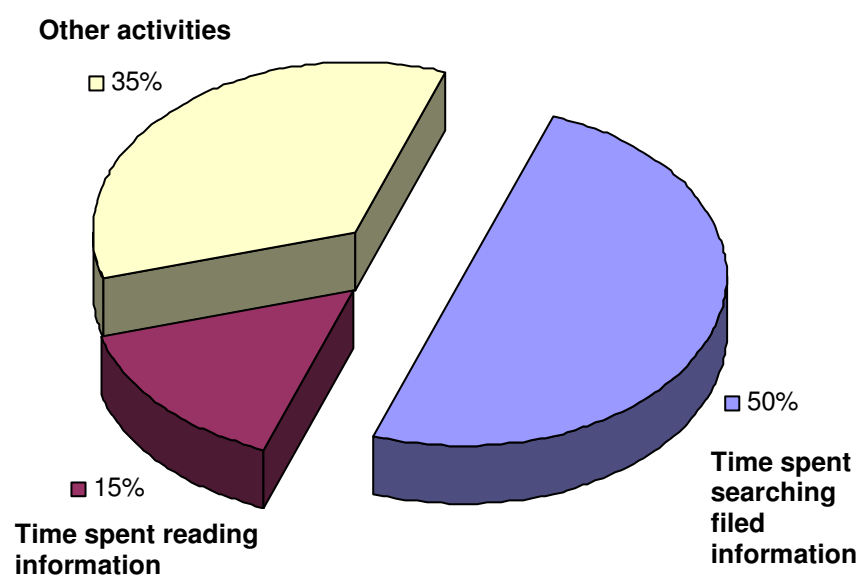
# Discover The Fortune That Lies Hidden In Your Filing Cabinets

Research shows that a significant part of the work day is spent looking for documents and merely shuffling paperwork around. Coupled with the disaster and loss recovery limitations and security vulnerabilities of the traditional paper-based document management systems, the picture looks very alarming.



Book your consultation today 0430 040 476

- 90% of corporate memory exists on paper
- 90% of all document handling is nothing more than shuffling the paperwork around
- 15% of all paper documents are misfiled or misplaced
- 7.5% of paperwork gets lost
- An average document is copied up to 19 times
- Absence of back-up procedures has devastating results in an event of natural disaster or loss



Source: Coppers & Lybrand

**Globalisation. Instant communication. Virtual business networks. Empowered clients. At AdminLane we understand the market in which your business operates and engineer strategic solutions to help you stay on top of your game and ahead of your competition. Call Us Today because time is money and we can save you both!**

## Electronic record management and document management systems:

- **Save space and cost** – paperless environment dramatically reduces on-site and off-site document storage requirements and costs.
- **Save time** – ease of retrieval and real-time accessibility improves productivity, expands client services and supports increasingly mobile work force.
- **Provide disaster recovery** – regular back-ups enhance risk management and ensure that natural disasters and information loss will not cripple your business.
- **Strengthen security** - multiple levels of password-protected access and audit trails show who has accessed or updated documents and maintain secure information management.

**We all love a win-win right? Well this is a WIN-WIN-WIN!!!**

**YOU WIN** – increase productivity and drive sustainability through a paperless office practice.

**YOUR CLIENTS WIN** – instant access to information any where, any time.

**WE WIN** - we get the opportunity to fulfil our mission to help entrepreneurs grow their dreams.

**The stakes are higher than ever, so take action and call us now or risk being left on the sidelines.**