

### IT Document Solutions Ltd - Return on Investment calculator

\*Input your variables in the blue highlighted cells

#### Time saving calculation

		Time saved (hours)
How many documents are filed each day?	100	Capturing/Naming/Storing 58
How many documents are retrieved each day?	25	Retrieving 31
Estimated document processing time saving? (Hours per day)	2	Processing 40
		<b>Total time saved each month (hours)</b> 89

Percentage of time where wages could be reduced?	50%	£668
Percentage of time used to perform other duties? <i>(above shouldn't be more than 100% combined)</i>	25%	£334.00
		<b>Total value of time saved each month</b> £1,002

#### Storage space saving calculation

Square footage saved	20	<b>Total Storage Savings each month</b> £500.00
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#### Other savings identified

<b>Total of other savings each month</b>	£0.00
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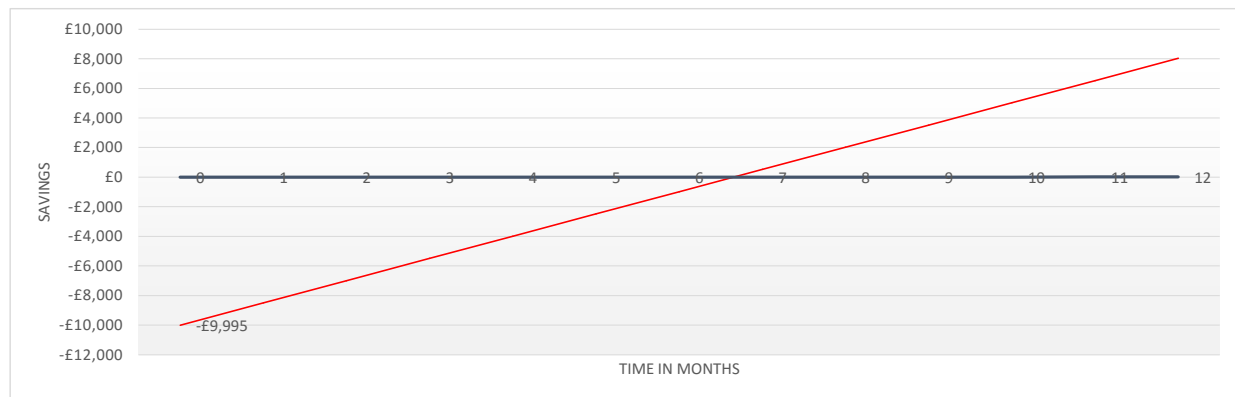
**Total Monthly Savings** £1,502.00

**Investment required** £9,995

**Calculated ROI Period**

**6.7 Months**

#### Chart



#### Summary of default values used in the calculation:

20 working days per month.

A net time reduction with the new system for storing documents of 01:45 minutes

A net time reduction with the new system for retrieving documents of 03:45 minutes

There is also an estimate of 40 hours saving in processing time derived from investment in for example; document input/output automation, OCR templates, data extraction, 3rd party database/application integration and workflow.

The average salary costs used in the equation are £15 per hour.

The monthly cost per square foot is £25.