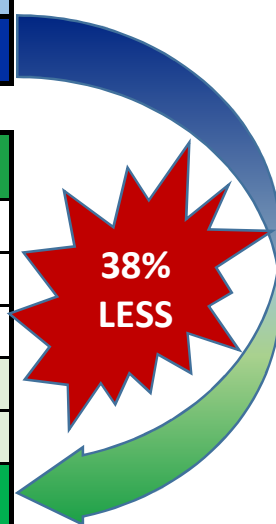


# To Scan & File GFs: In-House vs IIX Costs

If You Scan & File In-House			
<b>Your Employee</b>		<b>Interruptions/Delays (in Hours/Day) due to</b>	
Pay rate / hour	\$ 15.00	Jamming scanner	0.50
Company Overhead *	30%	Cleaning scanner	0.50
Actual cost / hour to hire	\$ 19.50	Jamming shredder	0.50
<b>Scanning</b>		Emptying shredder	0.50
Average seconds to scan a page	5.00	Total Hours / day	2.00
Hours to scan 1 box	8.33	<b>Cost of delays / day (= /box) **</b>	<b>\$ 39.00</b>
<b>Cost to scan 1 box</b>	<b>\$ 162.50</b>		
		<b>Filing each GF into a Database</b>	
<b>Shredding</b>		Minutes to Key GF and location	1.00
Average seconds to shred a page	5.00	Minutes to move images to location	1.00
Hours to shred 1 box	8.33	Total Hours Filing Time / box	2.00
<b>Cost to shred 1 box</b>	<b>\$ 162.50</b>	<b>Total Cost to File</b>	<b>\$ 39.00</b>
		<b>Cost to Scan &amp; File 1 box (In-House)</b>	<b>\$ 403.00</b>

If IIX Scans & Files For You		
<b>No oversight needed</b> on your end	GF Folders / box (average)	60
<b>No equipment required</b> on your end	Pages / GF folder (average)	100
<b>No paper cuts</b> for your team	Pages / box (estimated)	6,000
<b>No scanner jam</b> for your team	<b>Cost / GF Folder (estimated)</b>	<b>\$ 4.85</b>
<b>No shredding</b> for your team	<b>Cost / Page (estimated)</b>	<b>\$ 0.0485</b>
<b>No filing</b> for your team	<b>Cost to Scan &amp; File box (IIX)</b>	<b>\$ 291.00</b>



\* Typical company overhead (sick, vacation etc) is 25%-35%

\*\* Equals delays / box because est. time to scan 1 box = 1 day