

# It's time to go digital!

The pitfalls of paper and processing: and how to fix them.

You're not alone if you're struggling with:



Files stored in many different places, both printed and online



Important documents lost or in the wrong place



Information duplicated across departments



Making sensitive data available to the right people only

## But do you know how much it's costing you?



Employees in small businesses can spend 120 days a year on administrative tasks.<sup>1</sup>



Last year, the average cost of a data security breach for a small business was £2,600, and that's not even including reputational damage!<sup>2</sup>



# DMS

The Document Management System

The Document Management System is a modern print solution from Pitney Bowes. It enables you to securely digitise and automate your document processing and management, through a portfolio of dedicated printers, multifunction devices, and advanced software.



Make your teams more efficient and productive.



Reduce waste and increase business sustainability.



Improve security and compliance across the company.

## Modern print solutions to help you work better

We work closely with you to deliver flexible, trusted solutions, with a single point of contact, so you can solve your document management and printing challenges faster.

And with unique finance options, managed in-house by Pitney Bowes, so we can offer you more flexible financing than third-party providers.

We're proud to be trusted by businesses of all sizes, from large, well-known brands like ITV, Network Rail and the AA, to small and medium sized companies, including law firms, care providers, finance brokers, and more.

Pitney Bowes. A trusted partner for modern print solutions.

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