

5 Ways

Fax Software Brings You Closer to a “Paperless” Office

Go Green in Your Office

© 2010 DPD International All Rights Reserved.

This whitepaper is published by DPD International, makers of the popular GoldFax network faxing solution. For more information visit: www.GoldFax.com.

GoldFax



Is your organization just **throwing money away**? Take a look at your work wastebasket. Odds are it is filled with paper-- a single line of notes on a full sheet of paper, useless cover sheets, and documents printed only for the sake of faxing. We live in a digital age, yet all over organizations are wasting paper and literally throwing money in the trash.

- The average office worker uses approximately **10,000 sheets of paper per year**. At about \$40 for a case of standard copy paper, one can see how that can easily add up.
- According to the Gartner Group, **3% of an organization's revenue** is allocated to printing costs (http://www.hp.com/sbso/expert/calculatingtruerisk_printin.pdf).
- The cost of using paper is between 13-31 times the cost to purchase the paper according to Citigroup Environmental Defense study.
- According to a Lexmark Study, **17% of everything printed is thrown away**.

Many offices attempt to recycle paper which is a noteworthy action but also time consuming.

Instead of taking time to collect and reuse paper, a better option is to avoid using as much paper as you do in the first place.

Reducing Fax Paper Waste

No matter what type of business you are in, chances are you use a fax machine to send and receive documents. From 50 page color proposals to 2 page orders, a standard fax machine is one of the biggest consumers and wastes of paper.

1. Print to Fax: How often do you have to print a document for the purpose of sending a fax only to discard the paper immediately after it is faxed?

- a. A study by Xerox, found that more that **45%** of office papers could be **discarded on the same day** that they were printed.
- b. A basic organization's printing costs are about \$1,400 a year per person. Even if your organization is only discarding a quarter of those documents, it still equates to **\$350 being literally thrown in the trash.**

Standard faxing requires a concrete piece of paper to be used to scan and send a document.

Often, items needing to be faxed are documents saved or constructed on your computer. Printing a hard copy of the item you want to fax is wasteful as it



usually ends up being tossed away or shredded once it is faxed.

A network fax software solution, allows items to be sent from the ease of your desktop, mobile device or MFP. Depending on the size of the document and color intensity, this capability can dramatically reduce your office's squandering of expensive paper, not to mention toner and printer costs. No longer is paper wasted on unnecessary faxes and cover pages.

2. Cover Pages: Do you save the cover page of a fax? How many times have you had to construct and print a cover sheet in order to send a quick fax?

- a. Heavy dark font or large logos waste costly toner and printer supplies.
- b. A signed vendor agreement is printed to be faxed along with a cover page notifying the receiver that there is one page being faxed, a clear waste of printing paper.

Faxes are received with **useless cover sheets** that eventually end up **overflowing your wastebasket**. While the information contained in a cover sheet is helpful in identifying the sender, receiver and type of information to expect, the concrete need for a cover sheet is rarely used.

Employing fax software that has the ability to receive faxes in email, allows for the cover page information to be viewed, but

avoids the paper cost of printing. *Instead, the fax is sent as an email with an attachment that can be downloaded, saved or forwarded. The cover sheet can be viewed in the body of an email without having to print or open the entire document. No extra paper. No extra waste.*

Company Name:
Phone:
FAX:
Address:

FAX

TO: FROM:
FAX #: FAX #:
DATE: # OF PAGES:
MESSAGE:

3. Unknown Fax: How many times has there been an unclaimed fax document sitting on your server?

- a. A new employee mis-dials a fax number and mistakenly faxes your company over a long, heavy document of irrelevant industry jargon.
- b. A proposal is faxed over but with errors and in need of editing. As a result, a **flurry of faxes** are sent back and forth to correct the errors - wasting paper and server time.

Although faxing material without permission from the intended receiver **violates TCPA** (Telephone Consumer Protection Act), sometimes it happens. It is fairly easy for human error to misdial a fax number and suddenly your

fax machine is shooting out a heavy loaded document that is not intended for your office. Not only is the inconvenience taking up your fax machines time and availability to receive more important faxes, but also is wasting costly paper and toner supply.

*With fax software, faxes can be pre-screened before opening or printing it. This avoids the mistake of receiving of wrong fax by **previewing a fax that is delivered in an email folder first.***

4. Lengthy Documents: How often do you watch your fax machine receive long, dense, documents several pages long?

- a. A 40 page health insurance policy faxed over and **intended for all employees** not only consumes a fax machines time but requires a lot of paper.
- c. A customer signs a reseller agreement and faxes the entire 20 page agreement back over **when only the last, signed page is required.**
- d. A press alert comes in via fax and creates a paper jam on the fax machine, delaying and **interfering with other incoming and outgoing faxes** for the day.

*Everyone knows how long a fax can sometimes take. By enabling **faxes to be completed through***

***email**, paper costs are substantially reduced. Large documents that are sent no longer have to take up reams of paper and toner when they are received. Paper, money and time are saved by enabling items to be faxed from your desktop or received in your email inbox. This is especially efficient if the type of faxed document also needs to be copied or stored.*



5. Copy Faxes and Archiving: How often are faxed documents intended for several receivers within your office? Are incoming faxes required to be photocopied for records?

- a. A lease agreement is faxed over, one partner receives the document, **immediately takes it to the copy machine** to make a copy for the other partners to read over before inserting comments and calling the sender to make adjustments and re-fax.
- b. A receipt of a health test is faxed over and copies are made for both the doctor as well as extra copies for storing for patient records and archives. A 12 page test result **suddenly eats up 36 pages of paper** which are stored and stashed away occupying more file cabinets and space.



Received faxes often are meant for more than one recipient. Fax software, grants the ability to have the document sent to and received in several email inboxes- avoiding the printing costs and paper wastefulness of copying documents. It is optional for each person to print, copy, or save the document.

“Go Green”

Regardless of the degree in which your organization participates in faxing, you’re wasting time, money and supplies by relying on a standard fax machine procedure. Employing a fax software solution such as GoldFax, **will reduce the amount of money spent on paper** while contributing in efforts to reduce waste.

Pointless printing is no longer an issue with the capability of sending faxes right from your desktop. The need to print a document to send is thus eliminated. Receiving faxes directly into email inboxes, conserves paper and reduces the amount discarded in the trash.

By making efforts to decrease the amount of copying and paper used on a daily basis, money is saved on toner and maintenance too while also establishing more efficient office procedures and use of time.

Going green is not just about taking accountability and responsibility of your actions but it is also about learning to be more efficient. And when becoming more efficient means saving time and money, there is little to counter against going green.

To take a step toward a paperless office and learn more about Fax Software and saving money, go to www.GoldFax.com.

