



The Paperless
Project

Save 17 trees and
Reduce Office Expenses by 25%
for each ton of paper consumed

GOT PAPER? Go Paperless Today

Join the "grassroots" movement against paper -
become GREEN, EFFICIENT, and PAPERLESS



GO GREEN INITIATIVE for the PAPERLESS OFFICE

The Paperless Project is a grassroots coalition of companies focused on transforming the way organizations work with paper and electronic content. The Paperless Project's Go GREEN Initiative concentrates on reducing a company's carbon footprint as well as paper usage through the use of content management and imaging technologies.

With between 70-80% of an organization's processes still being managed on paper, the Go GREEN Initiative specifically identifies common paper intensive processes and converts them to automated workflows. The Paperless Project's Go GREEN initiative looks to create business efficiencies and reduce America's reliance on paper based transaction processing.

Organizations of all sizes are tasked with managing heavy paper, and electronic content processes and departments. Paper has long been a requirement to comply with federal compliance mandates, track and audit activities, approve and review business operations. Paper, and now electronic content is at the center of everything we do. Companies will spend millions on improving legacy software packages that never address the **number one bottleneck, Paper**. Paper is the only common, standard communication method that is socially accepted across the world.

Everything progresses over time - **Why shouldn't your business paper-based processes evolve as well?**

It is time you EVOLVE your business processes to "Do more with Less" in 2009. Call us today for a demonstration or more information - **203-789-0889**

Product Spotlight



SmartSearch is feature-rich enterprise content Management Suite that organizations of all sizes use to manage their paper, electronic and multimedia documents driving efficiency and productivity into their business processes.

Designed as a centralized hub for document automation, SmartSearch is a scalable, value-driven solution that is easy to use, learn and support.

Visit us at www.square-9.com

The Facts

- 15% of an organizations revenues are spent creating, managing and distributing documents
- 60% of employee time is spent working with documents
- 85% of business documents are in paper form
- The average document is copied **5 times**
- 90% of a business's information is in documents
- At \$30/hr, knowledge workers waste **\$4,500/year** working with paper

Source: Gartner and AIIM





JOIN THE PAPERLESS REVOLUTION @ ThePaperlessProject.com



The Blue Print for Success

Document Management provides the ability to **secure, audit, track and retrieve documents**.

We have invented the “**blue print**” to enable your enterprise to truly be PAPERLESS, which includes:

- Automate capture of structured or unstructured documents – “with no data entry”
- Automate capture with electronic web forms (eForm)
- Automate Notifications
- Automate Routing of documents based on retention or process
- Automate Output of documents from the repository
- Automate approvals, reviews and changes
- Provide image enablement and bi-directional data integration with your core business systems
- Provide digital signatures to eliminate the need for paper
- Provide eDiscovery capabilities to track corporate communications

Capture, Classify and Index Documents Automatically?

With Advanced Capture users can compile many types of paper documents without separator sheets, place them onto the scanner and have a technology not only classify but also intelligently extract unstructured data contained from the document.

Better yet while it classifies and extracts data, it also integrates to a wide variety of document management systems for storage as well as other line-of-business applications for adjudication purposes. To learn more, visit our solutions site at <http://www.square9.com/solutions/advcapture.html>

eForms to Replace Costly Paper Forms Nationwide

Are you entering the same data to multiple forms?

Are you constantly processing manual forms?

Do you spend thousands of dollars a year on pre-printed, multi-part forms?

No more, with FreeForm by Square 9 – data entered within a browser-based form can be validated, error checked and seamlessly imported into various document management and core business applications as well as generate custom email notifications for ad-hoc workflow. There are many business applications for Free Form, including: HR, sub-contractor or membership applications, sales orders, invoices, tax, legal, patient registration, federal documents like I-9, 1099 as well as many other form types. Self educate at <http://www.square-9.com/solutions/formfree.html>

Products and Services Offered by The Paperless Project

- Document Management and Imaging
- Web Content Management
- Enterprise Search Portal
- Structured Capture
- Unstructured Capture
- Capture Automation
- Email Management
- Records Management
- Contract Management
- Electronic Forms
- Check 21
- Enterprise Fax Systems
- Image Enabling Technologies
- Transactional Print Management
- Bar code, Optical Mark and Character Recognition
- Disaster Recovery
- Storage Hardware
- Scanner Hardware



KDI Headquarters

200 Racoosin Dr.
Suite 101-103
Aston PA, 19014

Melissa Weber
mweber@kdi-inc.com
www.kdi-inc.com
1-800-537-4613
1-610-604-0300