# Do you Need Doc Management?

* Are you looking into Document Management?
* When do you plan on implementing a new solution?
* What is your budget for this project?
* Who needs to approve to move forward?

The first steps to implementing document management are:

* Establish a need
* Narrow the scope, where will you begin, which dept?
* Get an idea of the cost of your current document process, include details such as paying late fees on invoices, customer service
* Discuss the process for implementing a project, timeline, who needs to approve
* Determine who will manage the project

Once these items are established begin with live demos, writing a scope of work, and detailed pricing.

# Accounts Payable/Receivable

For Accounts Payable/Receivable, CFO, Controller:

* How does your company handle PO’s, invoices and packing slips?
* Is it paper based?
* How many PO’s, invoices and packing slips do you process each month?

If paper based and more than 100 transactions per month, our solution can help.

We can streamline the accounts payable/receivable workflow and three way matching process to save time, resources and money; taking advantage of early payment incentives and avoiding late fees.

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| HR OnboardingFor Human Resources, CFO:* How does your company handle HR on-boarding?
* Is it paper based?
* How many employees do you process per month?

If yes and more than 2 per month, our solution can help.We’ve helped many companies streamline the HR onboarding process, by moving away from paper to an efficient electronic workflow.  This reduces cost, labor and paper. Scanning* Do you scan?
* What do you scan and where do your scans go?

Drivve Image can browse and scan to windows folders as PDF, Word and Excel.   |  |

# Advanced Print Management

Our solution reports how much each department and user spends on printing every month. On average our solution reduces unwanted printing by 20%.