

# Take Charge of Document Management!



Solutions for every stage  
of a document's lifecycle.

# Document management starts here!

We live in a digital world, yet four million tons of copy paper are used annually in the U.S.\* Staying on top of paper is essential for workplace organization and provides many valuable benefits:

- **Minimized storage space**
- **Enhanced security**
- **Improved access to information**
- **Reduced operating costs**

Follow the **lifecycle of a document** for tools and tips to boost productivity at every stage.

\*EPA

On the front cover  
DBL-226301-Report Cover HAM-86700-Copy Paper  
PFX-52891-Organizer FEL-4606001-Shredder AVE-72124-Binders

## create it

Look around the workplace to see documents being created in many ways—printed, written and even drawn.

From letters, spreadsheets, meeting notes and more, ensure your documents are effective and impactful with the right products.



A. SAN-65800 B. PAP-70644 C. HAM-162008 D. HAM-104604

# print it

The average document is copied 9 to 11 times.\* Printers are essential for document tasks—from everyday copying to scanning and faxing.

We're here to help—with energy-efficient **printers** and cost-effective **ink, toner** and jam-free **paper**.



BRT-HL3140CW

\*Statistic Brain



TIP: Save up to 50% on paper costs by copying on both sides.

# write it

When creating documents, writing instruments offer practical performance plus creativity.

Our selection includes colorful **pens**, reliable **markers** and more—designed to suit your work style and personality.

TIP: Take note! Writing by hand boosts efficiency by increasing your ability to retain information.



SAK-30078

# display it

When it's time to present, documents should be polished and professional—the image you want your business to reflect.

See our selection of **laminators** and **report covers** to quickly and easily add impact to your presentations.



MMM-TL902VP



OXF-58802

TIP: Laminating keeps documents water-resistant, tear-proof and protected from over-handling.



18-CB-BN-OFFP

## file it

The average office worker uses 10,000 sheets of paper per year.\* Put paper in its place and add order with smart ways to file.

Look for **expansion files** to divide and conquer large documents; **colorful files** help you easily identify and retrieve information.



TIP: When hanging files in drawers, leave at least 4" of slack so files can move back and forth easily, reducing undue wear and tear.

\*EPA

PFX-421013ASST

# store it

Employees spend three hours a week looking for misfiled, mislabeled or lost papers.\* Take control with solutions to streamline efficiency.

**Binders** and **dividers** are masters of organization. When it's time to archive, turn to sturdy **stackable boxes**.

TIP: Choose lift-off box lids for easy access or string & button closure to keep contents intact, even when box is overturned.



A. AVE-68054, AVE-68056, AVE-68055 B. UNV-65521 C. FEL-00704 D. AVE-79983

\*Deloitte & Touche

## shred it

15.4 million people were victims of identity fraud in 2016.\*  
Shredding is your first line of defense to keep you and your business protected.

From automated bulk to manual feed options, our selection of **shredders** feature smart technologies to eliminate paper jams and power through tough jobs for maximum security.



18-CB-BN-OFFP

FEL-3825001



FEL-4653901

TIP: Shred as you go so it becomes a daily or weekly habit—you'll save time in the long run and work more efficiently.

\*Javelin Strategy & Research

# We make document management **easy!**

Tame paper pileups to uncover your business's full potential.

See our website for document management tools to boost organization, efficiency and productivity.



A. HAM-162008 B. MMM-TL902VP C. PFX-81672 D. SAN-30078



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