



The paperless office means different things to different people. Seems this young lady could benefit not so much by immediately going paperless, but more by moving towards “less paper.” As a first step organizations should focus on reducing the paper output of the business system run internally, such as invoices, purchase orders and reports. Even without processes or workflows built around electronic paperwork, cost savings take place in the form of no more manual filing, reduction of file space, no more looking through folders for misfiled documents and the ability to retrieve documents without leaving your desk.

Moving towards a paperless office allows you to:

- Be able to send documents electronically to customers, vendors and also internally.
- Allow customers and employees to have simple-to-use online access to their information and allow them to have some self-service abilities.
- Save the cost of paper, ink, toner and physical storage, plus save time in the handling of business documents by not paying someone to file them.
- No longer lose documents -- send and/or track them electronically instead of mailing, sending or pushing paper documents.
- Reduce the time it takes to move paperwork around the office and always know where documents are in the process.
- Respond to requests for information efficiently by electronically searching for the required documents and electronically sending them.
- Centralize the storage and retention of documents, even with multiple business sites.

Business Technology Solutions invites you to our **complimentary one hour web seminar** to learn what the various stages of the paperless office can mean to you and your organization. Please see the attached for information about how to register.

PAPERLESS OFFICE WEB SEMINAR REGISTRATION FORM

Two Ways To Register:

To register yourself or another person on your team go to www.btsolutions.net and look for the Web Seminar Series Registration link on our home page

-- OR --

Complete the information below, select the event you wish to attend (all times are Eastern) and fax to (919) 781-8580.

Name*: _____ Title: _____

Company: _____ Phone Number*: _____

E-mail Address*: _____

* Required in the event there is a need to reschedule.

Register Now January's Web Event: Paperless Office

Monday January 8 at 10:00 AM – 11:00 AM

Wednesday January 17 at 11:00 AM – Noon

Wednesday January 24 at 3:30 PM – 4:30 PM

WATCH FOR UPCOMING WEB SEMINAR EVENTS

The Employee Self Service Advantage in Human Resources

How Human Resource Management Systems Can Increase Efficiency and Compliance

Shortly after we receive your registration we will e-mail information about accessing the Web Seminars you selected. In addition feel free to copy and pass this information to others.