



SOUTHWEST SOLUTIONS GROUP
business organization systems

On average each misfiled item costs a company \$125.00

Before the University of Texas converted their files to a state-of-the-art filing system they had a hard time finding files. Some files were stored in boxes making it very difficult to retrieve important information. In addition, vital business information was stored in multiple locations because they were out of space.

Southwest Solutions Group performed a needs analysis and recommended a Spacesaver high-density filing system. The system increased their filing capacity by 250%, using the exact floor space previously occupied by the four-drawer file cabinets and boxes. Conversion to an end tab color-coded indexing system eliminated misfiles and allowed department personnel to locate their information faster.

Did You Know...

On average over 85% of the cost of filing is in the labor to retrieve and file documents, or looking for missing information. On average a minimum of 3% of any company's information is misfiled and each misfiled item costs a company approximately \$125.00. A company with 20,000 files has on average 600 misfiles, adding up to approximately \$75,000 of labor cost annually.

Want to know how efficient your business is?
Call us today for a Free Business Efficiency Audit

Southwest Solutions Group

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WITHOUT COLOR-CODING MISFILES CAN'T BE SEEN



BEFORE CONVERSION



AFTER CONVERSION