

IMPACT CALCULATIONS FORM

1. HARD MEDIA COSTS

What do you conservatively expect might be eliminated from the following media costs?

			<u>MTH (Avg.)</u>	<u>ANNUM (Avg.)</u>
A)	Computer Paper		_____	_____
B)	Laser/Xerographic Bond Paper		_____	_____
C)	Magnetic Tapes		_____	_____
D)	Microfiche		_____	_____
E)	Multiple Part Forms	<u>COST</u>		
			<u>- 2 PART**=</u>	
1)	Invoices	_____	_____	_____
2)	Purchase Orders	_____	_____	_____
3)	Proof of Deliveries	_____	_____	_____
4)	Work Orders	_____	_____	_____
5)	Credit	_____	_____	_____
6)	Statements	_____	_____	_____
7)	Cheques	_____	_____	_____
8)	Other	_____	_____	_____

***Subtract the cost of an equivalent 2 Part Form (or 1 Part Perforated Laser Form) from your current cost to obtain net form savings.*

2. HARD MEDIA RELATED COSTS

How much might you save in the following media support expenses?

		<u>MTH (Avg.)</u>	<u>ANNUM (Avg.)</u>
A)	File Cabinets	_____	_____
B)	File Storage Boxes	_____	_____
C)	Binders	_____	_____
D)	File Folders	_____	_____
E)	Labels	_____	_____
F)	Microfilm Readers	_____	_____
G)	Laser Printer Cartridges	_____	_____
H)	Printer Ribbons	_____	_____
I)	Toner Cartridges	_____	_____

3. SYSTEMS RELATED COSTS

What would you save supporting the following systems related concerns?

		<u>MTH (Avg.)</u>	<u>ANNUM (Avg.)</u>
A)	Ongoing operation & maintenance of legacy system(s)	_____	_____
B)	Maintenance & expansion of host(s) and/or file servers related to data storage and retrieval functions	_____	_____
C)	Data sharing between non-communicating hosts	_____	_____

	<u>MTH (Avg.)</u>	<u>ANNUM (Avg.)</u>
D) Elimination of host concurrent user fees	_____	_____
E) Host printer cost & maintenance		
1) Host printer #1	_____	_____
2) Host printer #2	_____	_____
3) Host printer #3	_____	_____
4) Host printer #4	_____	_____
5) Host printer #5	_____	_____
6) Other host printers	_____	_____
F) Bursting equipment	_____	_____

4. EXTERNAL SERVICES COSTS

Do you employ any of the following external services and, if so, what is the cost?

	<u>MTH (Avg.)</u>	<u>ANNUM (Avg.)</u>
A) Offsite Service Bureau		
1) Data conversion to microfilm	_____	_____
2) Storage and retrieval	_____	_____
B) Offsite storage rental	_____	_____
C) Shredding	_____	_____

5. LABOUR COSTS

What do you spend on labour, handling information? What component of this would realistically be recoverable in the short to moderate term by conversion to FileNexus?

	<u>MTH (Avg.)</u>	<u>ANNUM (Avg.)</u>
A) Document Archival		
1) Indexing documents	_____	_____
2) Collating with related documents	_____	_____
3) Filing originals	_____	_____
4) Refiling retrieved documents	_____	_____
B) Document Retrieval		
1) Locating record(s)	_____	_____
2) Recovering record(s)	_____	_____
C) Document Analysis		
1) Searching within record(s)	_____	_____
2) Cross-referencing with other records	_____	_____
3) Adding notes to records	_____	_____
4) Compiling and analysing search results	_____	_____
D) Distribution of Records		
1) Photocopying	_____	_____
2) Faxing	_____	_____
3) Producing computer printouts	_____	_____
4) Bursting computer printouts	_____	_____
5) Distributing computer printouts	_____	_____
6) Distributing internal copies of multi-part forms	_____	_____

6. MISCELLANEOUS COSTS

Is it possible to assign a recoverable cost value to any of the following?

	<u>MTH (Avg.)</u>	<u>ANNUM (Avg.)</u>
A) Cost of internal space currently employed for document handling	_____	_____
B) Would the ability to file, create, index, research any and all records virtually instantly:		
1) lead to new internal synergies to which an impact value has not been previously assigned?	_____	_____
2) lead to new external synergies to which an impact value has not been previously assigned?	_____	_____

7. ALL SECTIONS ABOVE/TOTAL SAVINGS

_____	_____
<u>MTH (Avg.)</u>	<u>ANNUM (Avg.)</u>

8. ESTIMATED LEVEL OF IMPLEMENTATION OF FILENEXUS AT YOUR SITE

A) What approximate percentage of the above to the total costs are attributable to records generated?

- 1) by mainframe computers _____
- 2) incoming or signed records _____
- 3) P.C. generated data _____
(which formats? _____)

B) How many users would need to access to data at any one time?

- 1) mainframe data only _____
- 2) incoming or signed records (scanned/image) _____
- 3) all records considered in your cost saving analysis _____

9. ESTIMATED FILENEXUS COSTS

Please refer to the *Minimum External Requirements Sheet* for necessary hardware:

<u>ITEM</u>	<u>NUMBER</u>	<u>NUMBER</u>	X	<u>COST(ea)</u>	=	<u>CAPITAL</u> <u>TOTAL</u>	OR	<u>FINANCE/MTH</u>	+	<u>INSTALL</u>
A)	SCM (includes 1 user)	_____		_____		_____		_____		_____
	Extra Archival Nodes	_____		_____		_____		_____		_____
	Full Text Indexing	_____		_____		_____		_____		_____
	Extra Text ID Stns.	_____		_____		_____		_____		_____
	Forms Overlay	_____		_____		_____		_____		_____
B)	SIM (includes 1 user)	_____		_____		_____		_____		_____
	Extra Scan Nodes	_____		_____		_____		_____		_____
	Bar Code	_____		_____		_____		_____		_____
	Duplex	_____		_____		_____		_____		_____
	ICR/OCR	_____		_____		_____		_____		_____
C)	NETWORK									
	By concurrent user	_____		_____		_____		_____		_____
D)	HARDWARE									
	SERVER(S)	_____		_____		_____		_____		N/C
	STORAGE DEVICE(S)	_____		_____		_____		_____		N/C
	NETWORK DRIVES	_____		_____		_____		_____		N/C
	TOTAL COST:					_____		_____		_____
						(TOTAL PURCHASE)	OR	(FINANCE/MTH)	+	TOTAL INSTALL

E) SOFTWARE MAINTENANCE/SUPPORT (first 30 days free, first 12 months after mandatory)
 Take total software cost (in the event of outright purchase) times 1.5% = Monthly Support: _____/mth.
 (Finance fees include maintenance/support in the monthly fee.)

*All prices, specifications and offers subject to change without notice unless confirmed by quote.
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