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## **The Paperless Office – Its Time has Come**

Nowadays more and more businesses are encouraged to reduce their paper usage and carbon footprint. The “GO GREEN” initiative promotes better use of technological tools.

5 Because we have become a paper-dependent society, recent surveys state that that up to 70% of business still use a great deal of paper. But with today’s culture moving towards sustainable living and green computing, the paperless office starts to look more attractive than ever.

10 Here are a few benefits of electronic documents: They do not take up physical space because they are stored on a server. You can locate an electronic document quickly and they are shared electronically via email, shared servers, posted on websites. As for security it is much more enforceable with electronic documents than paper thanks to cloud computing services.

15 These benefits mean less time wasted, more cost savings and less need for physical storage space. As far as environmental stewardship is concerned, it translates into less paper waste and less need for deforestation.

20 Now that technology has progressed to the point where the internet connects individuals and organizations across oceans and continents, offices can be very productive thus more competitive. It is an environmentally friendly trend - enabling you to accomplish more in less time. It helps remote team management and offers a better flexibility at work while ensuring instant communication between employers, staff members and customers.

The time for the Paperless Office is now.

By Sandra Whine abridged, The New York Post, Sept 2017