

# Your paper and electronic filing sorted



Invu S600 is the easy-to-use document management software which turns paper documents into digital files.

**UK SMEs waste a staggering £42.2 million per day in lost revenue searching for documents.<sup>1</sup>**

Invu can help. Designed for single or multiple users, S600 works with your existing Microsoft and business applications, allowing you to scan, route, process, index, securely store and distribute documents for vast improvements in efficiency and customer service.

- Store information, in any format, in one centralised electronic system. It can even replicate your existing filing structure
- Search and retrieve documents, either by content or using the in-built indexing structure
- View and share documents in single or multi-page format
- Configure security to allow users and groups different levels of access appropriate to their needs and privileges
- Achieve regulatory compliance by creating water tight audit trails
- Protect files from loss, damage or accidental deletion

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## Benefits

### Save time

Invu document management software **makes businesses fitter, faster, leaner and greener.** It eliminates the need for off-site storage, **saves up to three months a year in time wasted searching for information** and streamlines processes.

Invu puts everything you need on your desktop. Imagine the time you'll save, simply through being in complete control of your work. When your most important client calls, you'll have all the information you need for the conversations that really count. Last month's sales report, your latest invoice, a customer letter, it's all there at your fingertips.

Invu cuts out the time you lose every day looking for information. You won't believe the difference Invu makes to your query response times and the improved level of service you can now provide your clients.

### Save money

With Invu you could **cut £4,400 per week off your running costs.**<sup>2</sup> That's the cost UK SMEs waste looking for documents; up to one hour of their time per day that you could save by **using Invu for as little as £1 per day.**<sup>3</sup>

Think of the resources you'll save managing and sharing work more efficiently, improving service to customers and suppliers, and freeing your team to do the job you're paying them for.

With the burden of administration lifted efficiency comes naturally. Invu puts an end to the substantial business cost of missing files, delayed proposals and compromised client service.

### Save space

Invu could allow you to **reduce your storage space by 60% within 12 months.**<sup>4</sup> Our customers have been amazed at how much space they have saved simply by storing all their documents within Invu.

Storing your documents electronically frees up 'dead' areas once wasted on storage, allowing you to put every square foot of your office space to best use. With many organisations now obliged by regulatory bodies to maintain their records for years – or even decades – storage space has become a major concern. Invu instantly relieves the pressure, providing safe, compliant access at the touch of a button.

Visit [www.invu.net](http://www.invu.net) to view our online demonstration videos or call us on **0845 122 1162.**

## About Invu

Invu began with a vision: to make Document Management software affordable, easy to use and accessible to businesses of all sizes. Right now Invu operates worldwide and is the fastest-growing company of our kind in Europe. Our 80,000 end users, from almost every business sector, benefit from the increased efficiency, significant financial savings and simplified achievement of compliance our products deliver.

Increasingly, when businesses think Document Management, they think Invu.

“By using Invu we have reduced our paper costs by 88% per year.”

**Simon Moody**  
Young & Co Chartered Accountants

For a free demonstration, or to find out just how much time and money Invu could save your business, call us today on **020 8668 2102** or visit [www.servit.co.uk](http://www.servit.co.uk)

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<sup>1</sup> Invu/YouGov 2008. <sup>2</sup> Invu Agricultural Customer. <sup>3</sup> £1 a day calculation based on Invu per user costs for a typical 10 user license.

<sup>4</sup> Source: The Amateur Swimming Association.

System requirements are available on the website.