

The Advantages of Going Paperless

If you're running out of space to store documents, having trouble locating files, or are just tired of shuffling paper, a paperless solution may be just what your business needs. Going paperless helps your business reduce storage costs, improves productivity, and contributes to a healthier environment.

In most organizations, paper records take up a lot of office space. Converting documents to digital files enables your business information to be stored on a hard drive or in the cloud instead of bulky file cabinets.

Going paperless also eliminates time-consuming and error-prone paper file retrieval. In addition to being retrieved and distributed with the click of a mouse, digital files can be accurately indexed, located and tracked within a document management application for greater access control and improved compliance. Workflow and customer service processes are also enhanced as digital files can be shared, collaborated on, and distributed simultaneously by users who may be in different locations.

In addition to helping your business cut costs and become more efficient, going paperless is good for the environment. According to the Environmental Paper Network, paper production is the third-most energy intensive of all manufacturing industries. So by generating less paper, your organization is directly protecting our planet.

If your business is considering going paperless, consult with a local document scanning services provider. Experts trained in records retention and document management and imaging can assess your company's needs and create your ideal, customized paperless solution.

Bumpah Stickahs . . .

- Those who discourage your dreams likely have abandoned their own.
- There is no chance unless you take one.
- If you can't be a good example, you'll just have to be a horrible warning.
- "I'm sorry" and "I apologize" mean the same thing—unless you are at a funeral.
- A clear conscience is usually the sign of a bad memory.

Thoughts from Pat

I am honored to lead our team as President and Chief Executive Officer of DeVries Information Management. Our senior management team is implementing our long-term strategy to guide the Company for the many years to come. Our strategic plan has numerous initiatives across a diverse suite of services as we strengthen our role in Eastern Washington and North Idaho. We are constantly looking for new ways to leverage our strengths, make us more cost efficient and fuel our sales.



We are a growth company. Our mission is to keep growth consistent while always looking to our most valuable assets; our clients. Wherever the future takes us—whether deeper into the digital frontier or the continued security requirements in our secured record centers—our clients will be at the center of our thinking. We are investing greater resources in consumer insights and building our organizational capabilities so we can continue being the best information management company in the Pacific Northwest.

This is an exciting time for DeVries Information Management as we evolve and respond to our client's needs. Thank you for your continued business.



Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, media vaulting, or document imaging, please feel free to give us a call or send us an email:

(866) 433-4691

CustomerService@Devriesinc.com

THREE MONTHS FREE STORAGE!

Sign up for a new hard copy account in *September* and get 3 months of storage FREE with mention of this coupon! Email MattD@devriesinc.com for more information.



RANDY'S ROUNDUP

Shred Collection Containers

Every business has to stay organized in order to operate efficiently, and one of the most important ways to stay organized is to keep track of what documents are still needed and what documents can be safely destroyed. DeVries Information Management can help by providing our shred collection containers.

We offer three sizes of shred collection containers for your business. These containers are lockable, so your documents will be safe and out of your way until it's time to destroy them. You don't even have to worry about removing staples, paper clips, or spiral bindings. Our shredders eat those materials right up.

At DeVries Information Management, we take pride in providing customized solutions. We can help you determine what size container works for you, and we can arrange for mobile paper shredding services that work for your schedule. You can either call for our secure mobile shredders when the containers fill up, or you can set up a regular schedule. It's up to you. Our locked shred collection containers are provided at no charge, so you have nothing to lose and a lot of convenience to gain. Give us a call at (509)838-1044 to learn more about how we can help you.

"Education is not the filling of a pail, but the lighting of a fire."

— William Butler Yeats

Quick Tips: Home

Many local utility companies offer a free energy audit of your home. After looking for leaks and other sources of energy waste, they can give you ideas to improve the energy efficiency of your home. They can also provide you with information about incentives and rebates you can get by replacing old appliances, adding insulation, or installing green features to your home.

September Holidays and Events

- 1-7 Self-University Week
- 4 Bring Your Manners to Work Day
- 5 International Day of Charity
- 6-12 National Waffle Week
- 7 Labor Day
- 7-13 National Suicide Prevention Week
- 8 International Literacy Day
- 9 Wonderful Weirdos Day
- 10 World Suicide Prevention Day
- 11 Patriot Day and National Day of Remembrance
- 13 National Grandparents' Day
- 13-19 National Assisted Living Week
- 14 National Boss/Employee Exchange Day
- 14-20 Balance Awareness Week
- 15 International Day of Democracy
- 16 National School Backpack Awareness Day
- 17 Citizenship Day
- 17-23 Constitution Week
- 18 Constitution Day
- 18 National POW/MIA Recognition Day
- 19 Fall Astronomy Day
- 19 International Talk Like a Pirate Day
- 20-26 World Reflexology Week
- 21 International Day of Peace
- 21-27 International Week of the Deaf
- 22 American Business Women's Day
- 23-30 International Interpreters and Translators Week
- 25 World Maritime Day
- 26 Family Health and Fitness Day—USA
- 27 World Tourism Day
- 28 World Rabies Day
- 29 International Coffee Day
- 29 National Biscotti Day
- 30 National Women's Health and Fitness Day

September is also . . .

- International Speak Out Month
- International Strategic Thinking Month
- International Women's Friendship Month
- AKC Responsible Dog Ownership Month
- Atrial Fibrillation Awareness Month
- Attention Deficit Hyperactivity Disorder Month
- Baby Safety Month
- Be Kind to Editors and Writers Month
- Childhood Cancer Awareness Month
- Eat Chicken Month
- Fall Hat Month
- Gynecologic Cancer Awareness Month
- Happy Cat Month
- Healthy Aging Month

Security & Compliance with Matt

Where is hard copy records management headed in the next 5 years?



Despite the changes in technology, the need for hard copy documents is unending, making off-site document storage here to stay. Though we offer digital storage and cloud document management at DeVries Information Management, we know the importance of both hard copy and digital

records management. Not only is hard copy document storage important for compliance purposes, it can also more affordable than imaging.

Consider this statistic: To have one box of documents (2,500 pages) professionally scanned actually costs the same as having one box professionally stored for about 36 years.

For documents with a required retention period that your company no longer needs frequent access to, off-site document storage is the most cost effective choice in the long run.

With our eye on the future, we are here to put our records management experience to work for you.

“Be faithful in small things because it is in them that your strength lies.”

— Mother Teresa

Do You Want To Win A \$25 Starbucks Gift Card?



Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw a lucky name.

Here is this month's challenge:

What's green and smells like blue paint?

Last Month's Answer to: *Where does a penguin keep its money?*

“The Snow Bank”

Last Month's Winner

PAMELA PYRC

ASSOCIATED INDUSTRIES

Email your answer to MattD@devriesinc.com

Dear DeVries:

The Grandview team wants to thank you guys and our driver! Scott always walks in with a big smile! He went over and beyond expectations! We just wanted to let you guys know we are very pleased with his customer service!

Thank you!!

-Grandview Team

Quick Tips: Safety

Riding the bus can save you money. To be safe on this public transportation, practice awareness when getting on and off the bus. Wait at a bus stop that is well-lit and has lots of traffic and people around if possible. Sit near the front of the bus so you are closer to the driver. When exiting a bus, be aware of those exiting at the same time. Travel immediately to a safe spot and continue to your destination.

Quick Tips: Green Living

Did you know that you can recycle your running shoes? Nike offers a program that takes old, worn-out athletic shoes and turns them into a product called Nike Grind. This material is used to create courts, tracks, fields, and playgrounds. To participate, simply take your old shoes to any Reuse-A-Shoe collection drop-off, located at most U.S. Nike and Converse retail stores. For more information, visit NikeReuseAShoe.com.



“We have a VP of Records Management, but we don't know who it is because nobody can locate the file.”

SEPTEMBER SPECIAL: THREE MONTHS FREE SHREDDING

Sign up for a new Secure Destruction account in *September* and get 3 months of FREE shredding with mention of this coupon! Email MattD@devriesinc.com for more information.

BINTips

is a free monthly newsletter
from your friends at DeVries Business Services, Inc



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What's Inside This Month?

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Randy's Roundup!

Security and Compliance with Matt

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Shasky's Recipe of the Month

September OFFERS!

Shasky's Recipe of the Month ***"Mocha Chocolate Icebox Cake"***

Directions:

In the bowl of an electric mixer fitted with the whisk attachment, combine the heavy cream, mascarpone, sugar, coffee liqueur, cocoa powder, espresso powder, and vanilla. Mix on low speed to combine and then slowly raise the speed, until it forms firm peaks.

To assemble the cake, arrange chocolate chip cookies flat in an 8-inch springform pan, covering the bottom as much as possible. (I break some cookies to fill in the spaces.) Spread a fifth of the mocha whipped cream evenly over the cookies. Place another layer of cookies on top, lying flat and touching, followed by another fifth of the cream. Continue layering cookies and cream until there are 5 layers of each, ending with a layer of cream. Smooth the top, cover with plastic wrap, and refrigerate overnight.

Run a small sharp knife around the outside of the cake and remove the sides of the pan. Sprinkle the top with the chocolate, cut in wedges, and serve cold.



Ingredients:

- 2 cups cold heavy cream
- 12 ounces Italian mascarpone cheese
- 1/2 cup sugar
- 1/4 cup coffee liqueur, such as Kahlua
- 2 tablespoons unsweetened cocoa powder, such as Per-nigotti
- 1 teaspoon instant espresso powder
- 1 teaspoon pure vanilla extract
- 3 (8-ounce) packages chocolate chip cookies, such as Tate's Bake Shop
- Shaved semisweet chocolate, for garnish