



## RETURN ON INVESTMENT WORKSHEET: PAPER AND TRANSCRIPTION

### Storage

Square footage for record storage:			
Rent per square foot:	x	\$	
<b>Annual rent for record storage:</b>		\$	
Percent reduction in volume of paper records after implementation:	x		%
<b>Annual storage cost savings:</b>		\$	

### Delivery

Number of reports per year:			
Savings per report (costs of postage, paper, printers and personnel, based on detailed time and material studies):	x	\$	
<b>Annual delivery cost savings:</b>		\$	
Allocated costs for HIE:	-	\$	
<b>Net delivery cost savings:</b>		\$	