

# Some questions to consider...

According to Microsoft, over 500 billion business documents are produced each year\*.

Documents are the lifeblood of any organization, as they are used to collect, confirm, and acknowledge all the information required for your business to run. However, managing these documents can become a substantial administrative burden.

## Consider these questions:

- How do you make it easy to get information into documents quickly and efficiently so users can get on with their work?
- How do you gather client information to create relevant documents without putting an administrative burden on them?
- How do you make documents easy to find and ensure the right teams have access to the correct ones?
- How do you make documents work in a way that follows your business standards and maintains compliance and control?
- How do you extract valuable data from these documents and get it to flow into your other systems without manual rekeying?
- How do you track what goes on in your documents to give you actionable data?

## Welcome to **kim**®

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Kim streamlines document-intensive tasks and helps teams create faster, better documents, allowing them to work more efficiently and effectively.

It helps reduce the administrative burden of rekeying data by using the data captured to generate documents and seamlessly populate other core organizational systems, allowing for straight-through processing.

**For a quick introduction to Kim, watch this video.**