

# International Law Firm Harnesses Document Capture Solution to Reduce Paper Storage, Improve Data Security and Accessibility



## The Challenge

Taylor Wessing's footprint reaches over oceans and international borders, and continents. For a firm of such size and breadth, cost control and productivity were critical concerns. The firm's IT department was highly motivated to seek out solutions to improve upon efficiencies.

One of their London offices situated in one of the priciest business districts had more than 20,000 linear feet of filing capacity (which was 84 percent full), which meant that paper records were a budget-killing expense.

A plan was already in place to relocate the firm's London office to new premises. However, moving millions of documents to a new location was particularly unappealing because it would be expensive and require a large footprint in the new space. Taylor Wessing sought a solution to convert this paper to a digital format, thereby eliminating the need to transplant the records room and continue storing paper files in an inefficient, costly manner.

## The Solution

Taylor Wessing had already implemented a broad portfolio of technology from iManage® to store, access, and share documents. However, it still needed a way to integrate paper records into the iManage document and records management systems to ensure the firm had all its critical documents in a secure, digitized format.

The firm selected AccuRoute to capture, process, and distribute all its paper and electronic documents using multifunction peripherals (MFPs). With AccuRoute's reusable Intelligent Routing Sheets, lawyers or secretaries could easily scan their documents with a single button and route them back to their computers, a network folder, or directly into iManage. For large volumes, office personnel could bulk-scan multiple jobs.

Thanks to seamless integration between iManage and Accuroute, Taylor Wessing was also able to create a drag-and-drop method for filing documents in iManage. The user simply needed to drag a document into a matter-specific folder on his/her computer desktop and profile it into iManage. Users could also send emails and have them automatically filed in iManage.

## TaylorWessing

With more than 900 lawyers working in 22 offices across Europe, the Middle East and Asia, Taylor Wessing LLP is a full-service law firm offering integrated legal services across the full range of practice areas, with core strengths in corporate, finance, real estate, IP and private wealth.

- **Cut** physical filing needs more than 50%
- **Achieved** compliance mandates
- **Minimized** environmental impact by reducing paper consumption
- **Improved** data accessibility across all offices in the firm

## The Results

AccuRoute delivered tremendous cost savings to Taylor Wessing, particularly regarding its corporate office relocation. A full 100% of AccuRoute's cost was recouped in the first year due to the reduced need for onsite storage of paper records. When the firm moved offices, it no longer stored paper documents onsite. Instead, their staff scanned documents and sent the paper files offsite for storage in a more cost effective facility, due to document retention mandates.

Since Taylor Wessing no longer needed the same amount of physical storage onsite, the firm saved more than \$1 million in real estate costs. Attorneys and staff now have secure remote access to both active and archived documents, including access from smartphones, when and where they need it most. This gives the firm extra flexibility and allows for faster, more efficient services for their clients.

In addition to increasing productivity and significantly reducing operating costs, AccuRoute helped Taylor Wessing achieve these results:

- Reduced physical filing needs more than 50% from approximately 45 linear feet per fee earner down to just 22
- Achieved ISO 14001 compliance for environmental management
- Minimized the firm's environmental impact by reducing paper consumption
- Adhered to business continuity requirements and security mandates documents and data
- Improved accessibility to document information throughout the organization

**For more information on AccuRoute, visit:** [uplandsoftware.com/accuroute](https://uplandsoftware.com/accuroute)



## About Upland Software

Upland Software [Nasdaq: UPLD] is a leading provider of cloud-based Enterprise Work Management software. Our family of applications enables users to manage their projects, professional workforce and IT investments; automate document-intensive business processes; and effectively engage with their customers, prospects and community via the web and mobile technologies. With more than 4,000 customers and over 450,000 users around the world, Upland Software solutions help customers run their operations smoothly, adapt to change quickly, and achieve better results every day.