

# Case Study:

## Taylor Wessing LLP



### Challenge

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 efficiencies. Requiring more than 20,000 linear feet of filing capacity (which was 84 percent full) in one of London's priciest business districts, paper records were a budget-killing expense. A plan was already in place to relocate the firm's London office to new premises. The thought of moving millions of documents to the 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 electronic form, thereby eliminating the need to transplant the records room.

### 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 into the iManage document and records management systems and ensure the firm had all of its critical documents in electronic form.

The firm selected Omttool AccuRoute® to capture, process, and distribute all its paper and electronic documents using multifunction peripherals (MFPs). With Omttool'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.

*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.*

### The Result

AccuRoute delivered tremendous cost savings to Taylor Wessing, particularly in connection with 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. 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.

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

- ⊕ Cut physical filing needs more than 50% from approximately 45 linear feet per fee earner down to just 22
- ⊕ Achieve ISO 14001 compliance for environmental management
- ⊕ Minimize its environmental impact while producing a solution that conforms to business continuity requirements of document safekeeping
- ⊕ Make document information easily available throughout the organization