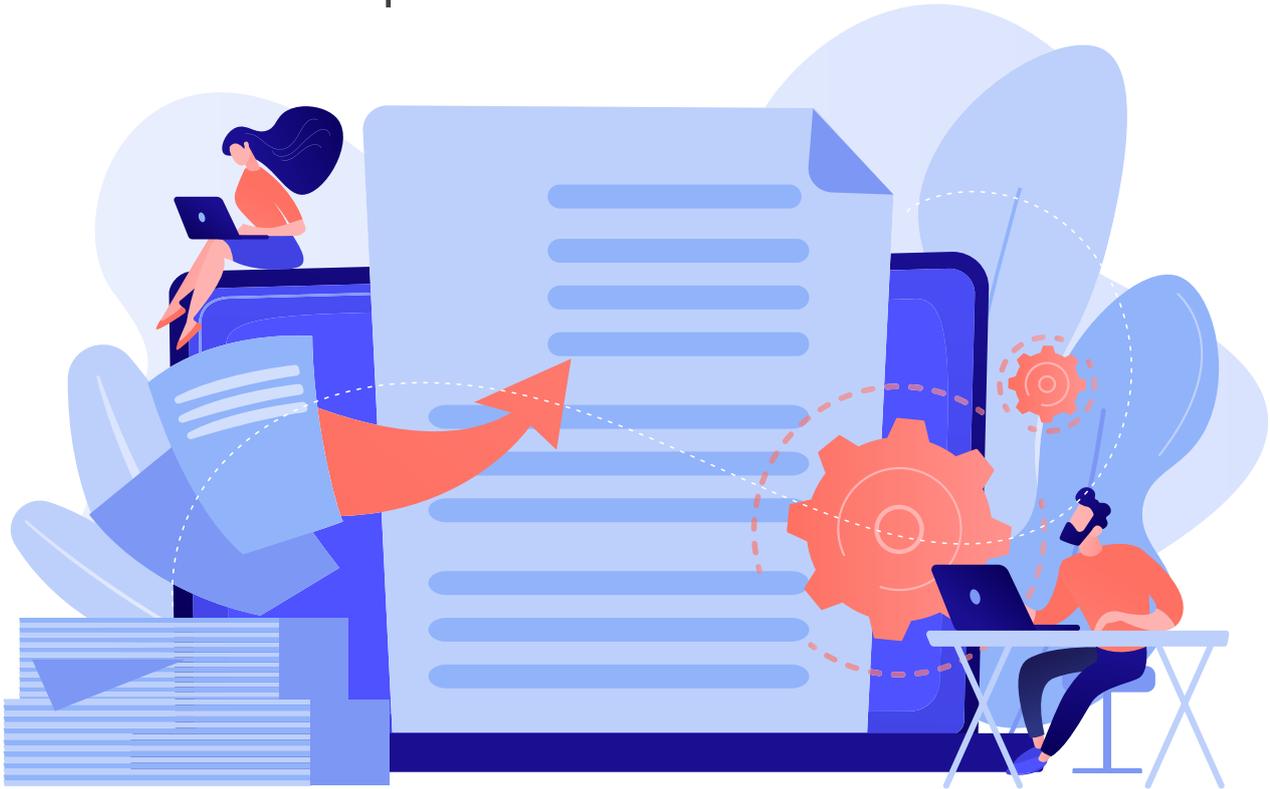


The Future of a Paperless World:



5 Reasons Why Companies Should Switch to Online PDF Forms



Table of Contents

Introduction	3
5 Reasons Why Companies Should Switch to Online PDF Forms	
• Ensure Error-Free and Secure Transactions	6
• Save Business Costs	7
• Automate Manual Processes	8
• Strengthen Team Collaboration	8
• Save the Environment	9
PDF Software for All Industries:	
• Healthcare	11
• Education	11
• Business	11
• Banking	12
• Hospitality	12
• Real Estate	12
Conclusion	13

Introduction

At this very moment, thousands of sheets of paper are being produced in every country on Earth. But while paper is essential to our daily lives, we can't deny the fact that it contributes to long-term environmental damages. Aside from reducing the number of trees, paper production takes 10 liters of water for a single A4 sheet. Pulp and paper mills are also the main culprits of air, land, and water pollution, and they are among the industries that consume energy the most.

As remote work continues to rise amidst the pandemic, paper usage has also decreased. Printing of papers has become stagnant as companies started shifting to digital documents. Although online files are getting more popular now more than ever, it's still difficult for companies to implement a 100% paperless culture because of many reasons:

Over 70% of businesses would fail within 3 weeks if they suffered a catastrophic loss of paper-based records due to disasters (fire, flood, typhoon).¹

Computer printouts, copier papers, and notepads comprise the largest category of paper product consumption and landfill waste.²



- **Security, security, security:** Security is the first concern of companies with going paperless. Going digital has its cons – and hackers saw a window of opportunity to attack businesses with cyber threats and data breaches. While cloud drives are convenient and popular, the security of documents is still uncertain – hence, unsecured information can be a problem. Additionally, medical and law offices, which often have highly confidential and sensitive documents, need an extra layer of security (HIPAA or Health Insurance Portability and Accountability Act compliance).
- **Tech skills needed:** Going digital means using software – and data platforms would require a number of IT skills to implement it. Aside from relying on skilled IT staff, non-tech-savvy employees will be forced to utilize online tools, which will require a lot of training and practice.

1. recordnations.com 2. U.S. Environmental Protection Agency

What if your organization could use a tool that offers security and convenience to go paperless?

Sounds too good to be true, we know. It's just impossible, right?

From data storage to online form software, numerous online tools are easy to find now in the market. With the help of innovative technology and the rise of API (Application Programming Interface), the development of apps and software continues to be stretched into its maximum capability. Now, whether you need to make online forms or just conduct online surveys, you can easily find an ideal tool within minutes.

Back in 2008, PDF (Portable Document Format) was released by Adobe Acrobat as an open standard – and since then, people have witnessed the wonders of using it as their document format. Because of PDF's portability and security, its use for companies became remarkable, enabling them to discover its advantages for business. Unlike the usual document formats like doc or plain text, PDFs are preferred because they're more secure and professional.

Today, PDF is more than a document format – it can be converted into an online form, web form, and more. By combining the wonders of PDF and online forms, companies can benefit a lot from online PDF software.

While there are tons of online form tools in the market, not all of them use PDF, though.

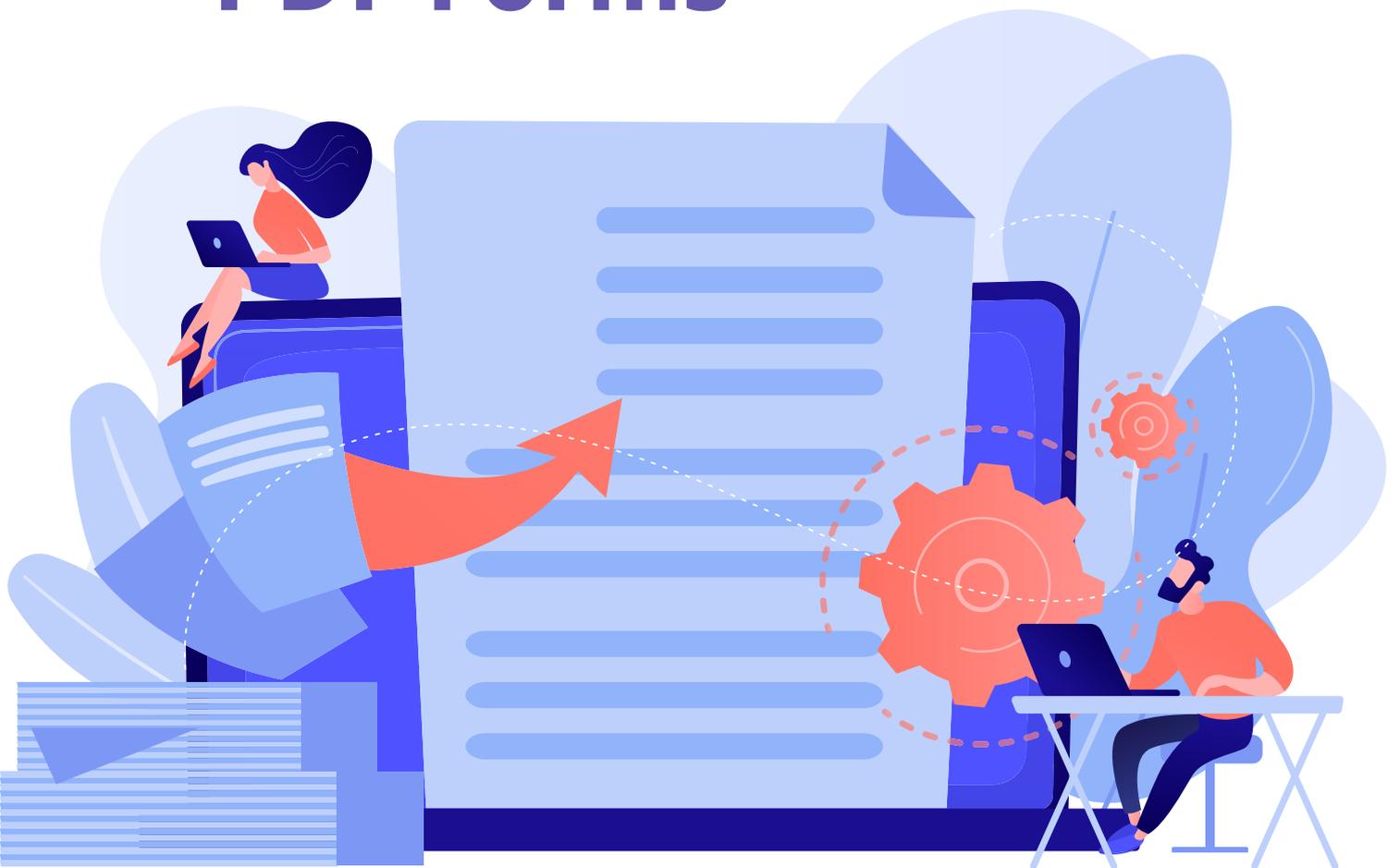
So, why PDF?

PDF is universal. "Ubiquitous" might even be the right term – you see it everywhere. Whether you're signing an employment form or filling out a registration form, PDFs are widely used in all types of industries. Aside from providing security, PDFs also support a wide range of layouts, designs, and fonts for branding purposes. Unlike other formats, PDFs can be squeezed to a smaller size for convenience, too – without compromising the quality of its content.

To help your business reach its efficiency and provide data protection to your customers, you need more than just the regular online form tool. No, we're not talking about those pricey apps that barely offer solutions – you don't need those extravagant designs and fancy interfaces. You only need simple PDF software – simple but powerful.



5 Reasons Why Companies Should Switch to Online PDF Forms



1

Ensure Error-Free and Secure Transactions

Security is everything.

While PDF is equipped with a password that can protect its content, it's never enough when you need to gather sensitive information. Established by President Bill Clinton in 1996, HIPAA was passed to protect the confidentiality of data (specifically, in the healthcare sector). Most form tools online aren't HIPAA compliant – to add, most of them don't use PDF, either. But using an online PDF form with HIPAA compliance is a match made in heaven – you can finally collect even the most confidential information with ease.

Aside from security, errors are also a common problem. We've seen how companies wasted time and effort in sending paper documents back and forth – some transactions were even delayed just because of a single form or error. Take bank forms or real estate agreements as examples – writing a mistake is CRUCIAL. That's not all caps without a reason – you don't want to start and write all over again just because of a single mistake, right? Since paper documents are prone to errors, companies and clients often compromise by starting from scratch. Then, the papers are sent to each party again, through physical delivery.

Thankfully, online forms are quite forgiving with mistakes, unlike papers and pens. With a few clicks and a bit of backspace, you don't have to worry about typos again. In addition, PDFs aren't editable once you've saved them. Unlike other document formats, you won't have to worry about someone accidentally editing or disrupting the format of the whole document once it's opened. This way, you can ensure that your online forms are free from human errors.

What you should expect from your PDF online software:

A tool that offers HIPAA compliance while also leveraging the benefits of PDF.

2

Save Business Costs

According to Gartner, total print costs comprise 1% to 3% of a company's overall revenue. This doesn't just include paper – it also includes maintenance and supplies, such as printing machines, inks, and toners. While some companies are attempting to control the huge budget on printing costs through favorable supplier contracts, it's still difficult to fully eliminate the huge expenses from printing on paper. By using online PDF forms, the possibilities of lowering that 1% to 3% printing cost is within reach – just imagine how much you'd save in a span of one year!

Aside from paper and printing supplies, physical storage such as filing cabinets and drawers also add up to company costs. With thousands of documents that need to be stored in each company, organizations have to allocate budgets not just for cabinets, but also for their designated space. Some companies even spend large amounts of money just on rooms for documents only.

An employee spends 30-40% of their time looking for documents kept in filing cabinets.³



30%



40%

What you should expect from your PDF online software:

A software that provides cloud drive integration to help companies avoid the high costs of printing supplies and unnecessary physical storage.

³. recrdnations.com

3

Automate Manual Processes

Automation feels good – you’ll never regret it. In fact, you won’t just thank yourself for doing it – you’ll also see the wonders of automating those lengthy, slow processes. Using online PDF software means completely embracing automation – and finally welcoming the benefits of going digital. With the rising popularity of CRM (customer relationship management) software and online tools, your online forms should be versatile enough to be integrated with applications. This way, you can easily connect your forms to the apps you use for a seamless process.

Aside from automation, using online PDF forms will finally get rid of long transactions that involve sending out paper forms. Whether you’re sending out a form to get your manager’s signature or sharing your data with a colleague, you won’t even have to knock on their doors anymore just to show a piece of paper – online PDF forms are equipped with a shareable link that can be embedded or sent online.

What you should expect from your PDF online software:

A PDF program that offers app integration for a more convenient internal process. Connecting your online PDF software to apps will help your organization monitor submissions easily, saving you time from manual checking and finding of forms.

4

Strengthen Team Collaboration

In the midst of remote work, team collaboration needs to be agile more than ever. Now, emails aren’t enough – companies need to level up their collaborative game or else, their business will be greatly affected. With online PDF software that provides collaborative features for the team, companies won’t have to worry about the accomplishment of tasks of each member. A powerful workflow will enable organizations to keep track of what needs to be done or even monitor online forms in real-time.

What you should expect from your PDF online software:

A tool equipped with a powerful workflow that can provide a smoother internal process for optimum teamwork.

5

Save the Environment

Going green in the office is challenging. From electrical consumption to everyday waste of paper sheets and coffee sachets, offices aren't the ideal place to start saving Mother Earth. But using online PDF forms is one step towards promoting sustainability in the office. With this tool, you can now turn your old-school paper documents into digitized files. While some still prefer having a physical copy made of paper, it's highly recommended to take every single transaction that involves paper online. This can include signing documents, sending survey forms, conducting registrations, and more. A PDF software can take all aspects of business transactions online, from registrations to approvals.

What you should expect from your PDF online software:

A flexible software that can take business transactions – sending survey forms, signing of documents, and more – entirely online.

The world produces
300 million tons
of paper every year –
and papers in offices and
schools comprise the
largest category of paper
product consumption
and waste. ⁴

⁴. recordnations.com



PDF Software for All Industries



Healthcare

Providing HIPAA compliant forms for every healthcare practitioner

We know how tough it is to be a healthcare worker – and worrying about data collection shouldn't add up to your worries every day. With PDF software that suits your needs, you can now focus on taking care of patients instead of wasting your time going through filing cabinets to find that one single form. To give importance to the confidentiality of patient information, your online form software should provide not just the ordinary tools you need, but maximum security as well.

With our HIPAA-compliant forms, you can collect sensitive data from your patients and be at ease knowing it'll be secure. Furthermore, our PDF software's cloud drive integration can save your patient data from loss, which paper-based records are prone to, especially in the event of unexpected disasters.

Education

Making data gathering efficient for schools and universities

Enrollments and clearance signing don't have to be lengthy and stressful. A PDF software that provides fillable PDF forms online will allow every educational institution to achieve paperless, smoother, and faster transactions than the traditional process. Teachers and school staff being free from dealing with a bunch of paper enrollment forms? Yes, please. They will thank you for it!

Business

Boosting sales with online PDF forms

Your order forms are your 24/7 sales agents – they should provide a simple and interactive interface that will represent your company. A PDF software will allow you to create online order forms that you can easily send to your clients. In addition, it provides a wide range of design tools that can help you build forms according to your brand. Your business is unique – and your forms should be, too. Sending tailored forms to your customers will boost not just your form completion rate, but also your revenue.

Banking

Improving banking experience

We all hate making mistakes when filling out forms in banks. It's frustrating to accidentally write the letter "a" when it's supposed to be "o" – and crumple that bank form, get a new one, and fill it out again. To add, waiting in line is the worst – only to fill out another bank form after that long, long, long, wait. Imagine going through this several times every month or week?

Finally, you can now go green and digitize every bank form with the help of online PDF software. Aside from sending bank forms in minutes, approving documents is easier than before – you can approve and send documents online back and forth anywhere, anytime.

Hospitality

Making check-ins and reservations easier

The good thing about using online PDF forms instead of paper-based reservation forms? You won't have to worry about running out of paper or ink just to send out forms. With PDF software, your customers won't have to wait in line or call just to reserve a dining table or book a hotel room. Additionally, your staff won't have to worry about misspelling names or addresses and having to get another form. We've been there – we're human and we're not perfect, but your PDF software could be!

Real Estate

Conducting better real estate transactions

PDFs are everywhere. Not all PDFs are easy to use, though – and filling out one can be complicated, especially if the design is complex. You need PDF software that can convert your complicated documents into a web form for easy and efficient real estate transactions. Whether you're sending out real estate disclosure forms or approval documents, an ideal PDF software will not just help you score that deal – but also help you save time and costs.

Conclusion

It's never too late to go paperless – the time is now.

At **PlatoForms**, we are passionate about making your business more efficient, sustainable, and simplified with our PDF software. We are focused on helping you get rid of the manual process and make room for automation, allowing your company to scale in all aspects.

Our software aims to eliminate the inconvenience of dealing with piles of papers, having unsecured transactions, spending massive business costs on printouts, wasting time on prolonged processes, and harming the environment with unnecessary waste. We offer **features** that can empower your internal process and enhance productivity – all with just one tool.

Through the universal document format that is PDF, you can maximize your business efficiency with PlatoForms no matter which industry you are from, or whatever device and operating system you're using.

It only takes a minute to get a **free trial** – just try and see how it will go. You don't need level-A technical skills to start building your PDF online form, I promise – take it from tech noobs like us.

Reviews:

PlatoForms has allowed me to completely automate the flow of data from my website's Fluent form into a PDF which I send to clients. It saves me a lot of time as a result. Worth the monthly fee.

Love the ability to easy collect patients info from a form on a website and have it ready on a PDF for print or safe save.

We are able to convert fairly complicated pdf forms into easily fillable, online forms and have completed PDFs sent to our team members for intake processing. Very happy with the product!

In general, I like the ability to create and send my clients questions. This helps with my processes throughout the day. This particular software is easy to use and easy for my clients to use as well.

Read more reviews at [Capterra](#)

 608 Harris Street Ultimo NSW 2007 Sydney, Australia
 hello@platoforms.com
Senior Content Writer: Lexin-Ann Morales
Copy Editor: Myrtle Iris Villaraza