eSignatures & Workflow Approvals

RICOH

Making signatures more sustainable

You may not realize just how many company resources it takes to keep up with the demand for traditional signatures. For each Proof of Delivery document, HR on-boarding form and purchase requisition, there's an environmental cost. Paper, ink and the energy used to create these forms add up fast. You may feel that implementing green technologies will inhibit your workflow — but the truth is that the right technologies can help you go green while improving the way you work. Ricoh solutions for eSignatures & Workflow Approvals offer workstyle innovation — increasing efficiency while decreasing waste.

eSignatures save time and trees

A hardcopy signature doesn't just require the use of company resources to create. It also takes a lot of time and manpower to collect, process and deliver to the right systems. **eSignature Technology** cuts down on tedious manual processes — building a direct digital bridge from signature collection to verification. With digital signatures, you can speed up your processes for faster completion while helping your organization meet environmental initiatives.

Output digital forms to a tablet for less paper

Moving paper documents around is time-consuming and frustrating. Ricoh offers robust solutions that give you the freedom to create **Electronic Forms.** These forms retain the exact look and layout of your legacy hardcopy forms — simplifying the transition to green forms processing, minimizing resource abuse and shortening cycle times.

Eliminate package delivery documents

You may not think much of that little slip of paper you sign to receive a package, but Bills of Lading and Proof of Delivery documents represent a lot of paper. With electronic **Package Delivery Confirmation**, you can have the information you need at your fingertips — without maintaining a supply of delivery paperwork. When package recipients provide a paperless eSignature, senders are instantly notified of delivery verification.

Digital new hire paperwork

Each new employee represents a high volume of HR documents. Printing and storing hardcopy on-boarding forms costs energy to produce, office space to store and time to keep organized. Ricoh eSignature & Workflow Approvals solutions make **Electronic HR On-boarding** a snap. HR personnel can manage complicated new hire forms packages digitally — minimizing key entry and eliminating costly paper forms. With less resource abuse, everybody wins.

No more interoffice envelopes

Need a specific signature on a purchase order? Instead of sending a hardcopy form through interoffice mail, imagine an instantaneous digital response. Not only can **Paperless Purchase Requisitions** keep the approval process moving, but they can eliminate unnecessary scanning and printing in order to deliver forms to individuals.

Made Possible by Ricoh Technology

Our portfolio of software from Ricoh and industry-leading partners enables effective eSignatures & Workflow Approvals that can benefit your business while helping the environment.

Driving Sustainability for Our Future

Ricoh is committed to supporting the environment through practical energy efficiency, fleet and print optimization, equipment take back and toner recycling programs. Take advantage of our unique sustainability offerings, uncover savings and distinguish your business as a leader…all while driving sustainability for our future.