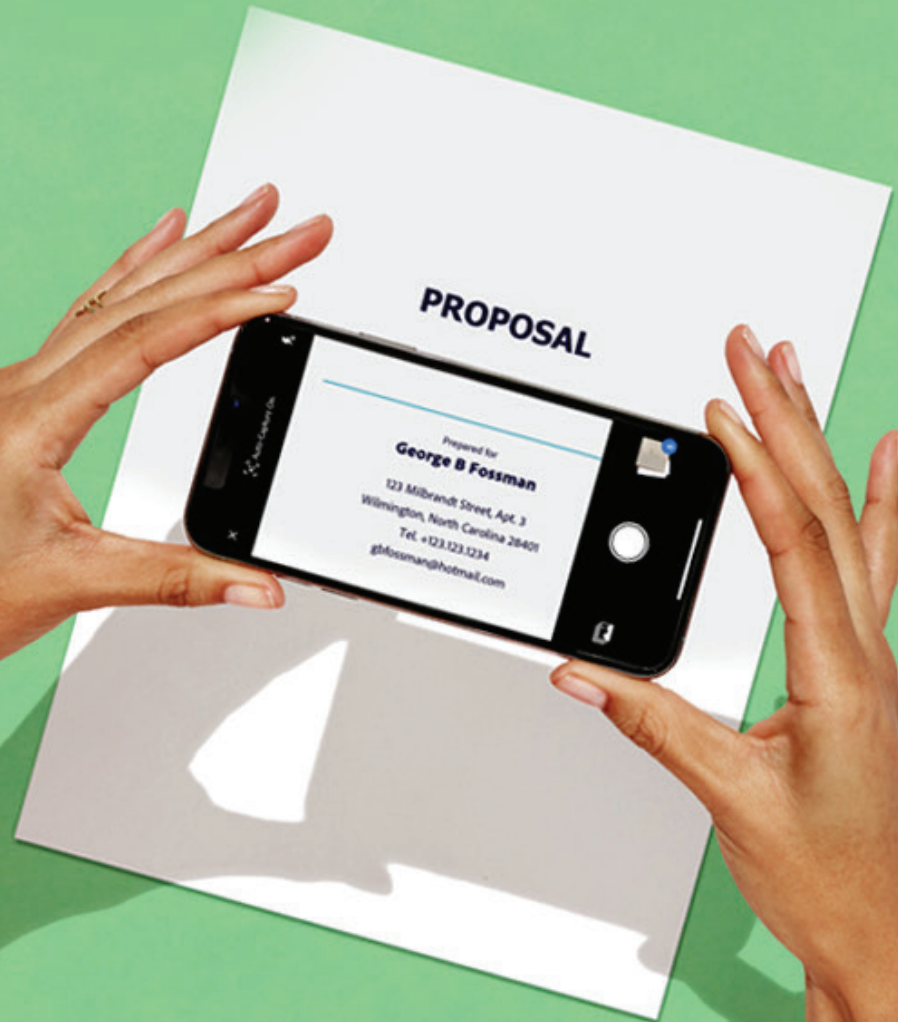




# Paperwork Kills Productivity for Small Businesses



We asked **500 U.S. small business employees** about their perception and usage of paper and e-signature processes to understand what's grinding their productivity to a halt.



# What's Killing Small Business Productivity?

**86% of small businesses** admit to having inefficient operational or administrative processes. Paper-based processes are ranked as the top impediment to small business efficiency.



# Importance of Going Digital

○ **Most small businesses (84%)** know that this is important. However, **only 3%** have begun to digitize their businesses.

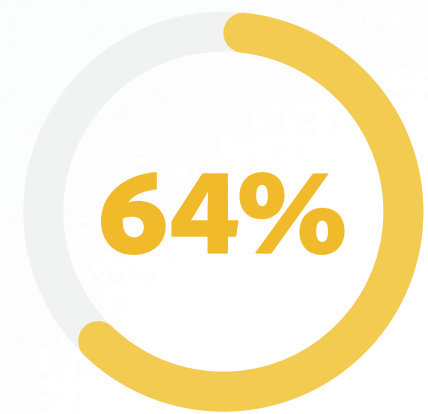




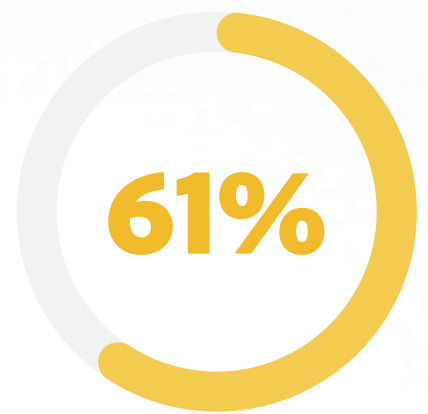
# Over half

of small businesses are highly likely to move to digital processes in all areas of their business.

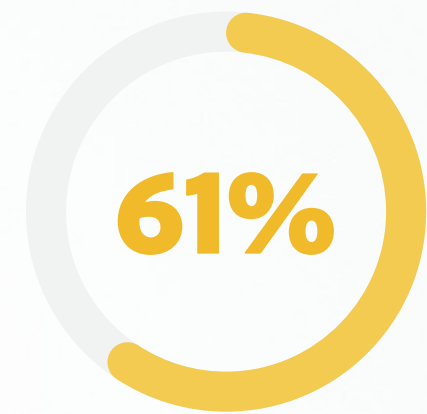
## Move to Digitize



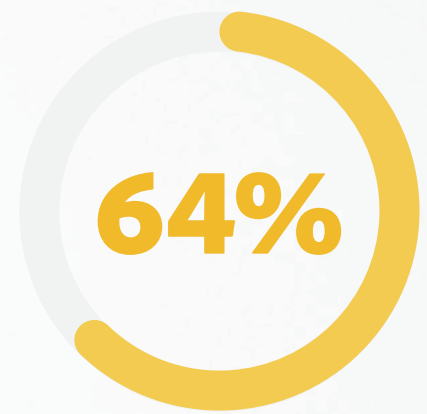
Send, sign and receive signed documents from computer or mobile



Send out documents for signing to multiple recipients at once



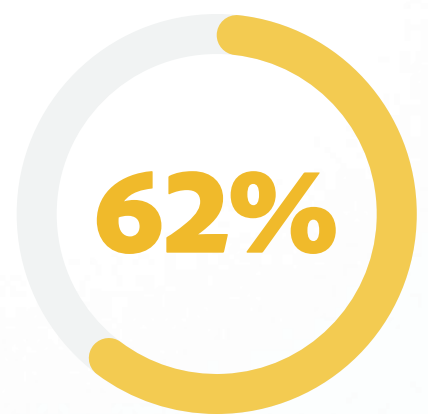
Track status of digital contracts from anywhere



Allow customers to fill in forms online or on mobile



Collect e-signatures with online forms



Collect payments with online forms



Repurpose staff time away from filing, storing and finding paper documents



Expedite recruiting and hiring by signing HR documents from anywhere

# Signing Documents



75%

of small business employees still put **pen to paper** to sign documents.

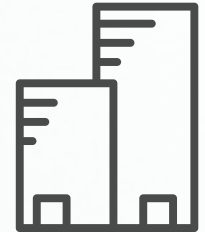


## Reasons for not using e-signature to sign documents:



28%

Don't have enough documents to sign



28%

Not tailored to my small business



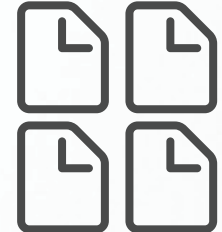
26%

Think it's too expensive



18%

Don't know how to find and use the right tool



9%

Other



6%

Don't know what an e-signature solution is

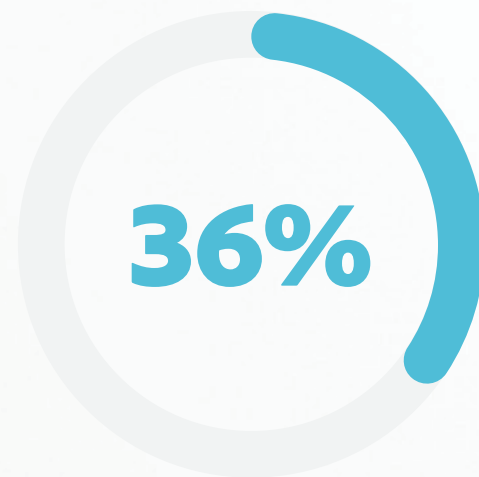
# Signed Document Overload



**40%**

of small business employees sign **10 or more documents** every week.

## The top 3 documents being signed?



Sales contract



Employment contract



Bill of sale



# Sales to Benefit the Most

Sales contracts dominate the number of documents being signed every week.



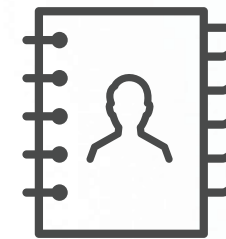
**37%**

Sales



**30%**

Finance



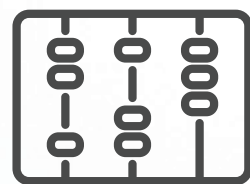
**25%**

HR



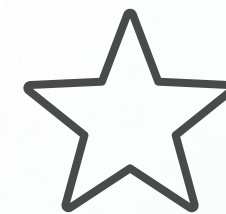
**21%**

Compliance



**17%**

Procurement



**5%**

Other



E-signatures increase business efficiency while ensuring the best employee and customer experiences. Enterprises have already embraced them, but why should they be the sole beneficiary of going digital? Small businesses want to digitize to help attract new customers, win their loyalty, and hire and onboard talent with ease. For more details on how to do this faster, easier and at an affordable price, visit:

<https://adobe.com/go/smallbusiness>



Adobe Document Cloud

