

BENEFITS OF MICROGRAPHICS

Here is a quick review of the benefits of this very viable business tool:

SAVES SPACE...Documents on microfilm take as little as 2% of the space the original documents on paper require.

FAST LOOKUP...It takes only seconds to retrieve documents on microfilm (with blip indexing). These film files can be conveniently stored within arm's reach of a seated operator, instead of relying on off-site storage.

EFFICIENT AUDITS...The portability of microfilm means you can transport the filmed documents to a convenient location for review, rather than do the audit on site.

IT'S SECURE...Duplicate microfilm files kept off-premises protect against destruction and loss of vital information. Microfilm is becoming a tool of choice in back up archives for many imaging applications.

LOWER LOOKUP COSTS...Microfilm eliminates the very high costs of sorting and refiling paper.

IMPROVES CUSTOMER SERVICE...Customer questions can be answered from a properly indexed microfilm file much quicker than a paper file, without leaving your work area to search for a document.

LOW COST DISTRIBUTION...Microfilm is very inexpensive to duplicate and mail. With around 280 pages on each microfiche and several thousand pages on each roll of film, postage savings alone are significant.

SAVINGS ON FILING EQUIPMENT...Far fewer filing cabinets are needed to house microfilmed documents – microfilm uses approximately 98% less space...up to several million documents in one cabinet!

EASY TO PRINT...With the advent of plain paper reader-printers, the images on microfilm are "copied" very easily and cheaply at the push of a button.

METRIC EQUIVALENT CHART

US	Metric Approx
1 fl. oz.	= 30 mL
1 pint	= 473 mL
1 quart	= 946 mL
1 gallon	= 3.8 litre

US	Metric Approx	US	Metric Approx
1/4 in.	= 0.6 cm	125 ft.	= 38.1 m
1/3 in.	= 1 cm	150 ft.	= 45.7 cm
1/2 in.	= 1.3 cm	160 ft.	= 48.8 m
3/4 in.	= 1.9 cm	200 ft.	= 61 m
7/8 in.	= 2.2 cm	215 ft.	= 65.5 m
1 in.	= 2.5 cm	220 ft.	= 67.1 m
3 1/4	= 8.3 cm	300 ft.	= 91 m
4 in.	= 10.2 cm	400 ft.	= 122 m
5 1/2 in.	= 14 cm	420 ft.	= 128 m
6 in.	= 15.2 cm	450 ft.	= 137 m
7 3/8	= 18.8 cm	500 ft.	= 152 m
8 1/2 in.	= 21.6 cm	750 ft.	= 229 m
11 in.	= 27.9 cm	1000 ft.	= 305 m
14 in.	= 35.6 cm	1250 ft.	= 381 m
17 7/8 in.	= 45.4 cm	1600 ft.	= 488 m
18 in.	= 45.7 cm	2000 ft.	= 610 m
1 ft.	= 0.3 m	2020 ft.	= 616 m
100 ft.	= 30.5 m	2040 ft.	= 732 m
110 ft.	= 33.5 m	2500 ft.	= 762 m