



COMPANY

Explore!

BUSINESS

Travel Company

“ WE HAVE NOT LOST A SINGLE DOCUMENT SINCE IMPLEMENTATION AND KNOW WHERE ALL INVOICES ARE WITHIN THE WORKFLOW AND CHASE UP MANAGERS WITH THE EMAIL ALERTS.



Eileen Havard
Head of Finance
Explore!

EXPLORE!

EXPLORE! WORLDWIDE ADVENTURE HOLIDAYS

CUTTING COSTS AND SAVING TIME WITH *doc-link*™

Company Background

Founded by three companions who had breathed, eaten and slept travel for as long as they could remember, Explore! is an international adventure holiday provider that has relied on expert tour leaders, comfortable, no-frills accommodations and local flavor to serve thousands of travelers every year since 1981. Today, Explore! offers diverse adventures in some 130 countries, operates over 500 itineraries and employs more than 120 staff members.

Challenge

Unfortunately, Explore!'s 120 staff members were bogged down by the paper related to all of the trips that they arrange on an annual basis. Hit particularly hard was the accounting department, which relied on a largely manual system of receiving, tracking and paying invoices that filled 60 bank boxes annually.

When all of that paper consumed an entire floor of its building, Eileen Havard, Head of Finance, and her team knew it was time to investigate the paperless workflow options available on the market. “We had limited storage space and a top floor that was taken over by boxes and paperwork,” says Havard. “We needed that space to run another department for our growing company and knew it wasn't being put to its best use.”

Solution

To get out from under all of that paper – Explore! turned to *doc-link*, a system that has since freed up the travel provider from the mounds of paper and redundancies created by its previous setup. The company now captures images of all invoices and checks and links them together through *doc-link*, thus eliminating the need for that storage space, cutting down on its paper costs and allowing for faster, more accurate audits.

Benefit

Thanks to its *doc-link* implementation, Explore! is saving \$20,000 a year on stationary purchases and has eradicated six years of paper documents and the need for an entire floor of storage boxes. Audits are easier for the company because of higher visibility to all accounting operations and transactions, and the company has been able to grow its revenues without having to hire additional accounting personnel. Finally, Explore! has eliminated all incoming paper mail in favor of electronic or fax-to-desktop options, which can be instantly captured into *doc-link*.

“We have practically annihilated any incoming mail in paper form,” Havard says. “It's nice to know that we can pull up any invoice for approval with just a few clicks of the computer mouse rather than have to scavenge around through paper piles.”

Even more critical for a company that over 27 years ago was founded with an eye on environmental sustainability, is the fact that it has reduced its carbon footprint and created a “greener” work environment for which today's firms are striving. “We're always trying to be kinder to the environment,” says Havard, “and *doc-link* has helped us achieve that goal.” ▲

