

The Real Costs of Paper Invoicing and Payments for Media Companies



Costs associated with paper invoicing and payments can add up fast.

Paper Invoicing Costs

Labor



8 to 12 Hours



Staff must print, stuff, stamp and deliver invoices monthly. Conversations with our clients said this ranges from **8 to 12 hours each month**.

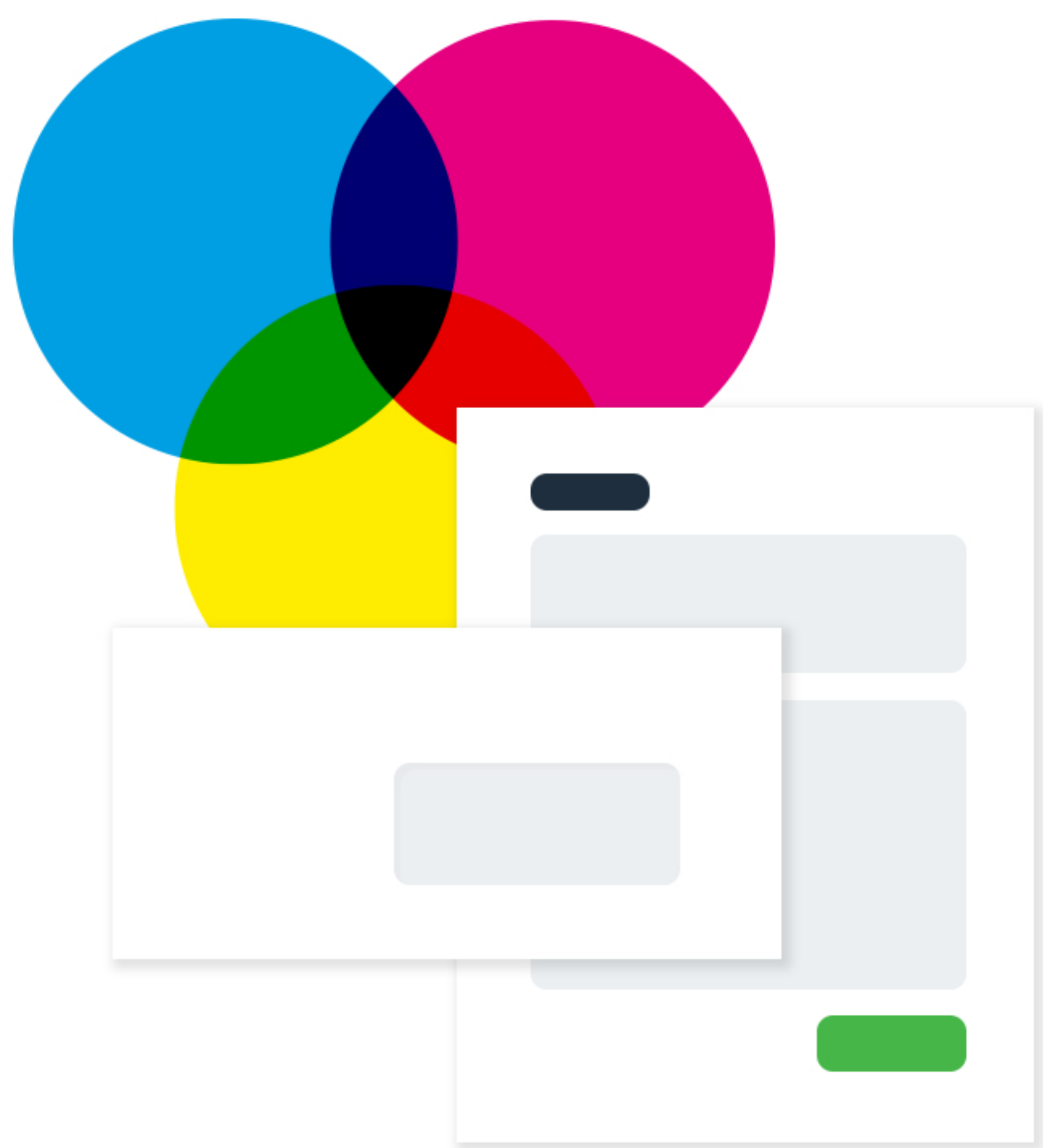
The average hourly rate for accounts receivable employees is **\$24**. This is time that employees aren't working on other tasks. It may trigger extra hours during invoicing week.

Source: ZipRecruiter

Approximate monthly cost:
\$240 per employee

Materials: Paper, Envelopes, Toner and Ink

Printing out paper invoices requires all these items. Their costs fluctuate and depend on the volume printed. Those average monthly costs would include:



Paper (two reams with 500 sheets each):
\$10

Ink and toner average (depends on printer make and color vs. black/white):
\$50

Envelopes (window security sealed; box of 500):
\$40

Materials monthly total:
\$100

Postage

Each mailed invoice needs a stamp. Stations are unlikely to have enough volume for bulk pricing.

Current first-class stamp cost:
\$0.73

Note: Postage increases happen annually.



500 invoices per month:
\$365

Minimum total paper invoicing costs per month:
\$705

Other Paper Invoicing Costs

It's hard to quantify all costs related to printing and mailing paper invoices. Others include:



Additional resources outside of AR staff required for any step in the process



Loss of interest earned since paper invoicing leads to a longer time to pay



Overhead (e.g., energy to power equipment)



Reimbursement for mileage to employees delivering letters to the mailbox

Paper Payment Costs

There are also expenses related to accepting paper checks.



Cost of receiving paper checks:
\$1 to \$2 per check

Source: Association for Financial Professionals (AFP)

Where do those costs come from?

Labor for manual reconciliation and verification, which can take hours every week

Travel reimbursement to bank for deposit



Bank fees (e.g., transaction or returned check charges)