

# Adobe Acrobat Sign savings calculator

See how much your school or university could save by going paperless with Acrobat Sign.



The average staff or faculty member processes two forms each week—that’s a *lot* of forms. And around 80% of these forms are still paper based. This approach is time-consuming, error prone, hard to manage—and expensive.

Going paperless with Adobe Acrobat Sign changes everything. Acrobat Sign introduces a secure, compliant workflow experience that makes creating, tracking, and managing forms easy. And for educational institutions facing ever-present budget pressures, eliminating paper saves significant amounts of time and money.

Use the simple tools on the following pages to estimate how much your school or university could save by introducing Acrobat Sign.

## Key benefits of Acrobat Sign

### Simple, intuitive user experience

- Provide a digital-first experience.
- Gain anytime access to forms.
- Fill, sign, and submit on mobile.
- Get support for Windows and macOS.
- Send instant confirmations.

### Efficient, productive workflows

- Save an average of US\$6 per form.
- Deliver 95% faster signing times.
- Track forms and send reminders to signers.
- Get seamless integration with Microsoft 365 applications.
- Archive and find completed forms with easy digital storage and access.

### Built for remote operations

- Eliminate the need to collect signatures in person.
- Complete workflows without copiers, scanners, or fax machines.
- Collect forms from distance learning students.

## Acrobat Sign works everywhere\*



### Student services

- [Health and medical forms](#)
- [Agreements and waivers](#)
- IEP/504 forms
- Course add/drop forms



### Faculty/staff management

- [Offer letters](#)
- Employee onboarding
- PTO management
- Expense approvals



### Operations management

- Vendor agreements
- Supplier compliance forms
- [Lease agreements](#)

\* High-value/high-impact use cases; not comprehensive

Use the [K-12 savings calculator](#) or the [higher education savings calculator](#) now to estimate your savings.

# K-12 savings calculator

Using Adobe Acrobat Reader, fill out the form below to help estimate how much you can save by using Acrobat Sign at your institution.



Population		
Number of students		
Teacher-to-student ratio <sup>1</sup>	1 to	
Administrator-to-student ratio <sup>1</sup>	1 to	
Percentage of students requiring an IEP <sup>2</sup>		13%
Turnover rate		
Leaving teaching <sup>2</sup>		8%
Transferring to another school/district <sup>2</sup>		8%

<sup>1</sup> The 1:16 and 1:32 ratios are recommended based on national averages.

<sup>2</sup> These fields are used as a reference to set the baseline forms per month for teachers and administrators. More IEPs and higher turnover rates increase the forms per month for teachers and administrators.



Forms		
Estimated forms per student per year <sup>3</sup>		
Estimated forms per teacher per month <sup>4</sup>		
Estimated forms per administrator per month <sup>5</sup>		
Number of months worked per year		

<sup>3</sup> Benchmark is 20 forms per year.

<sup>4</sup> Benchmark is 2.5 forms per week.

<sup>5</sup> Benchmark is 4 forms per week.



Cost and labor		
Total cost per form <sup>6</sup>		
Total labor per form <sup>6</sup>		hrs

<sup>6</sup> Benchmark estimates of US\$6/1.5 hours are based on data from the National Center for Education Statistics (NCES) and "The Total Economic Impact of Adobe Sign," a commissioned study by Forrester Consulting on behalf of Adobe, August 2019.



Estimated impact		
Paper forms eliminated		
Dollars saved		
Admin hours eliminated		hrs

## Priority use cases

Use this space to highlight time-sensitive, high-volume workflows within HR, procurement, or student services where [going paperless](#) could create an immediate and significant impact at your institution.

### Student services

### Faculty/staff management

### Operations management

# Higher education savings calculator

Using Adobe Acrobat Reader, fill out the form below to help estimate how much you can save by using Adobe Acrobat Sign at your school.



Population		
Number of students		
Faculty-to-student ratio <sup>1</sup>	1 to	
Staff-to-student ratio <sup>1</sup>	1 to	

<sup>1</sup> National averages: faculty:student 1:16; staff:student 1:7, per U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS).



Forms		
Average forms/student per semester <sup>2</sup>		
Average forms/faculty per semester <sup>3</sup>		
Average forms/staff per semester <sup>4</sup>		
Number of semesters worked per year		

<sup>2</sup> Benchmark is ~1 form/week for 15-week semester <sup>3</sup>  
 Benchmark is 1.5 forms/week for 15-week semester <sup>4</sup>  
 Benchmark is 3 forms/week for 15-week semester

\* Average number of forms for faculty or staff is an average across all job functions. Faculty involved in research or supervisory roles will have higher averages.



Cost and labor		
Average costs per form <sup>5</sup>		
Average labor per form <sup>5</sup>		hrs

<sup>5</sup> The average number of forms for faculty or staff is an average across all job functions. Faculty involved in research or supervisory roles and staff in administrative roles will have much higher averages



Estimated impact		
Paper forms eliminated		
Dollars saved		
Admin hours eliminated		hrs

## Priority use cases

Use this space to highlight time-sensitive, high-volume workflows within HR, procurement, or student services where going paperless could create an immediate and significant impact at your institution.

Student services

Faculty/staff management

Operations management

