



Document Management System

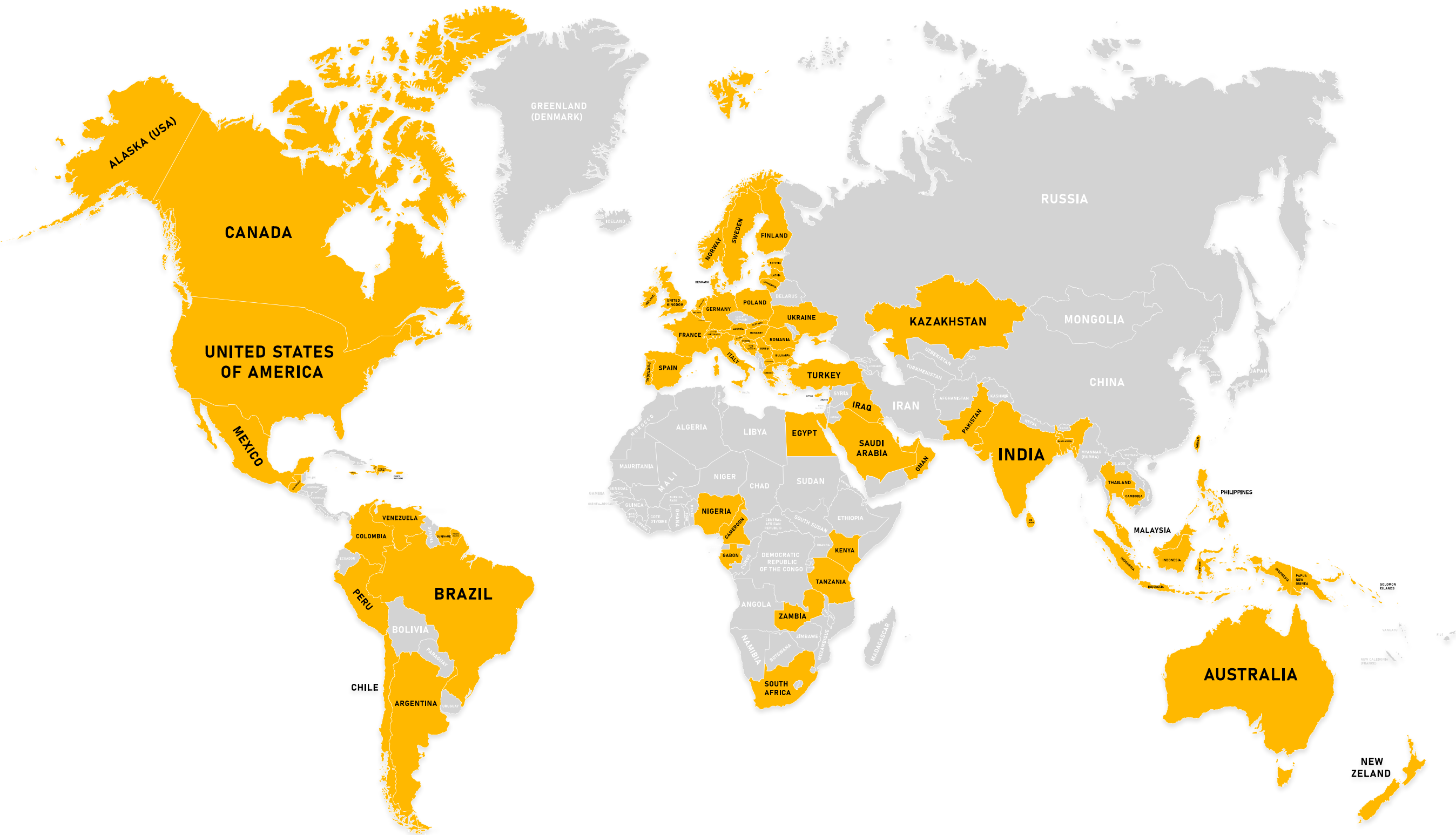
Software to securely store, share, manage and e-sign your digital documents.

10 YEARS
ANNIVERSARY



GLOBAL COMPETENCE

Clients from 80+ countries



General View

FOLDERIT
Your documents. Managed.

john@folderit.com Log Out

Vandelay Industries   

Main sections

+Folder

Modify

Columns

Meta

Retention

Workflow

Audit Log

Numbering

Upload

Search docs, tags, etc



Inbox

#Team

Contracts

Projects

Finance

Clients

Marketing

Research

Human Resources

Policies

Links

Physical Documents

Archive

Create new section

Admin tools

 Dashboard & Reports

 Manage users

 Manage user groups

 Recycle bin

 Manage admins

 Access overview

Vandelay Industries > Contracts

 **Compliance Reminder**

Ensure all documents comply with **GDPR, ISO 27001**, and company policies. If in doubt, consult with the **Legal Team**.

 **Contact:** legal@company.com

☒	Name ▾	Number	Other Party:	Signed at	Contract Type:	Due date	 
☐	 Agreements	CON-03					  
☐	 Designs for Approval						  
☐	 Drafts						  
☐	 For Signing						  
☐	 In Review	CON-01					  
☐	 Published						  
☐	 Signed						  
☐	  Agreement Acme.pdf	CON-20250627-Acme-10		07/05/2024	NDA	27/06/2025	  
☐	  Agreement template.docx	CON-20250508-Acme-1	Acme		NDA		  
☐	  Agreement with Acme.asice	CON-20250508-Acme-3	Acme	10/03/2025	Service Agreement	07/08/2027	  
☐	  Agreement with Acme.docx	CON-20250508-Acme-4	Acme		License	22/10/2026	  
☐	  Coffee Agreement.docx	CON-20250508-Beta-5	Coffee Bros		Service Agreement	24/05/2029	  
☐	  GDPR				License		  

 vandelay-industries-ywvl+rxkxi9us@folderit.com

28 files and 8 folders (1.4 GB of 200 MB)
Export report to

MOST USER-FRIENDLY

Document
Management Software

Capterra

USP

An easy-to-use, secure DMS at a sensible price.



Key Features



Access Management

Granular custom permissions.

User Groups, Public Links, Access Expiration



Metadata with Custom Types & Fields



Document Numbering (Custom schemes)



Audit Trails (exportable)



Retention Period & Archiving Automation



Online File Previewing & Thumbnail View



OCR Content Search (Multilingual)



Linking/Relating Any Resource



File Version History



Document Check-in/Check-out



Reminders (to Users and User Groups)



Import files via e-mail

Every folder has a unique address.



Microsoft Office 365 Integration + Outlook Add-in



Store & Embed External Links (URLs)



Notifications & Watch File/Folder for Changes



Automated Workflows (Serial, Parallel and Custom):

- Approval
- Review
- e-Signing with Folderit eSign & DocuSign
- Acknowledgement



Reporting:

Duplicates, Expiring docs, Pending Approval, All files



API



2FA, SSL; 256-bit Encrypted Storage, IP-Whitelisting, Triple Backups, Regular Pentests, ISO 27001:2022, GDPR, HIPAA compliance



Amazon Datacenters (AWS)



Folderit Sync (Windows app)



Entra ID (Azure AD), Google SSO, Okta Integrations



Watermarking



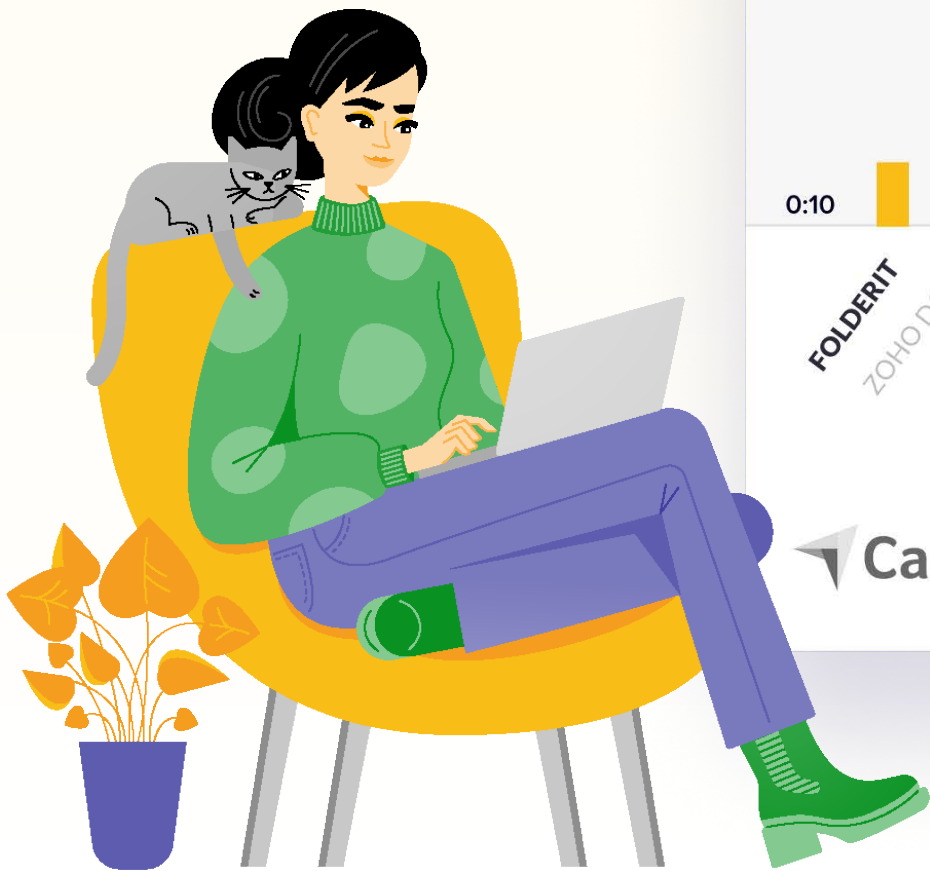
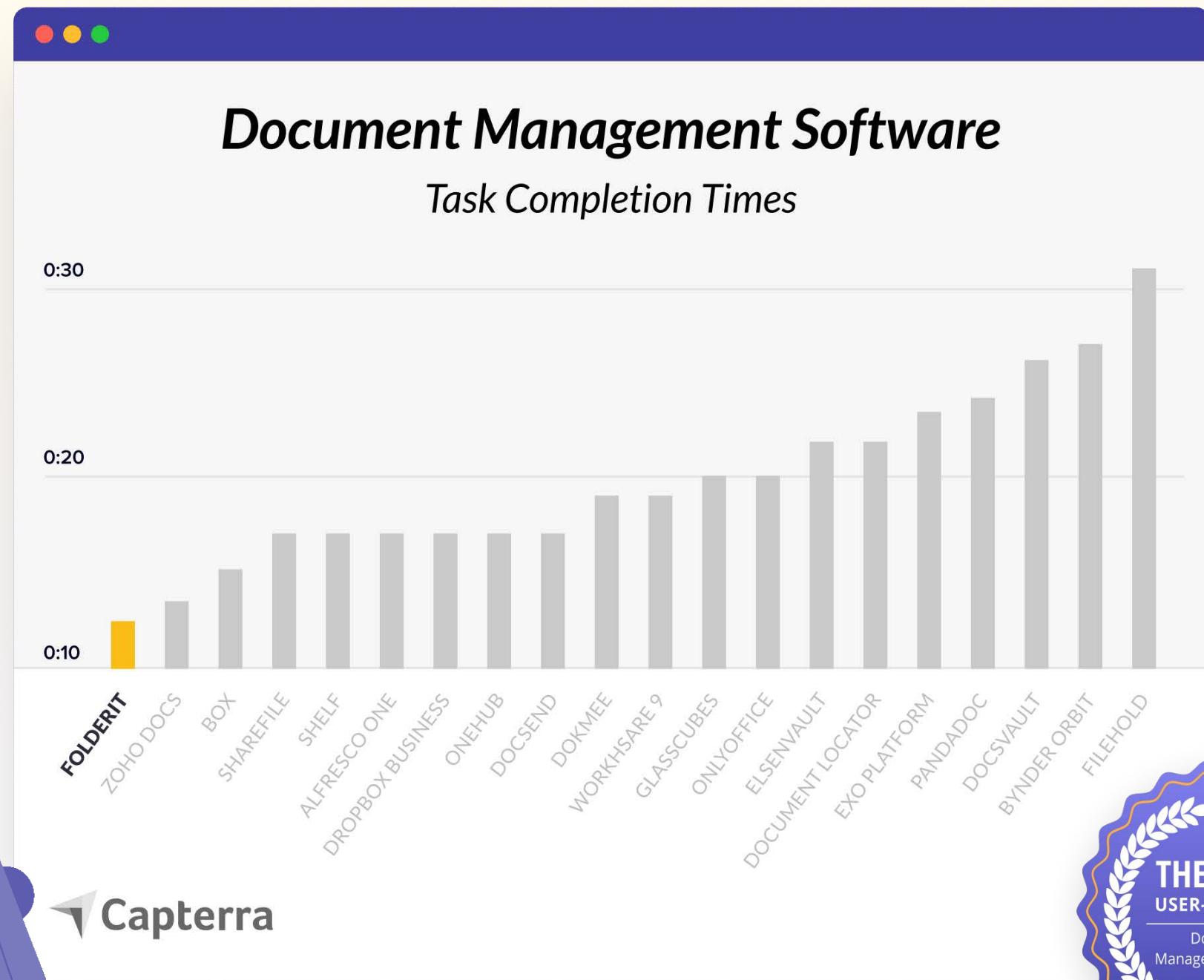
Who We Serve

- ✓ Small & Medium-sized Enterprises (SMEs)
- ✓ Non-profits & NGOs
- ✓ Large Enterprises & Public Sector



The Fastest DMS to work in!

And “The Most-User Friendly” by Gartner review test.



Tiers

For Most Clients



Standard Public
Cloud

Indicative Range:

\$\$\$

For Medium to
Large Businesses



Single-Tenant
Cloud

Indicative Range:

\$\$\$\$

For Large
Enterprises &
Government

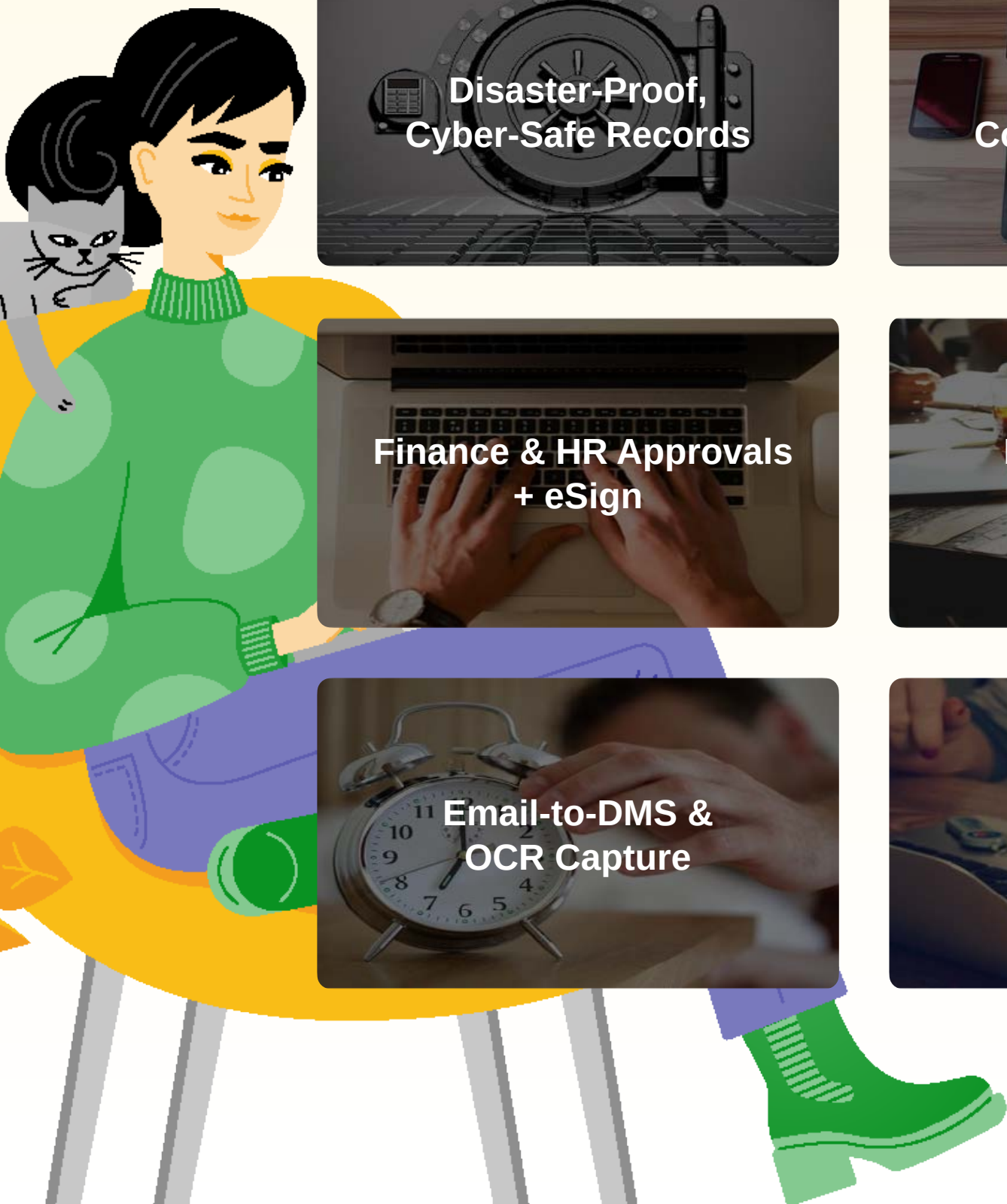


On-Premises

Indicative Range:

\$\$ \$\$\$\$

Use Cases



**Disaster-Proof,
Cyber-Safe Records**



**Audit-Ready
Compliance Reports**



**Digital Archiving for
Paperless Transition**



**Finance & HR Approvals
+ eSign**



**Remote & Mobile
Team Access**



**Contracts & Policies with
Renewal Alerts**



**Email-to-DMS &
OCR Capture**



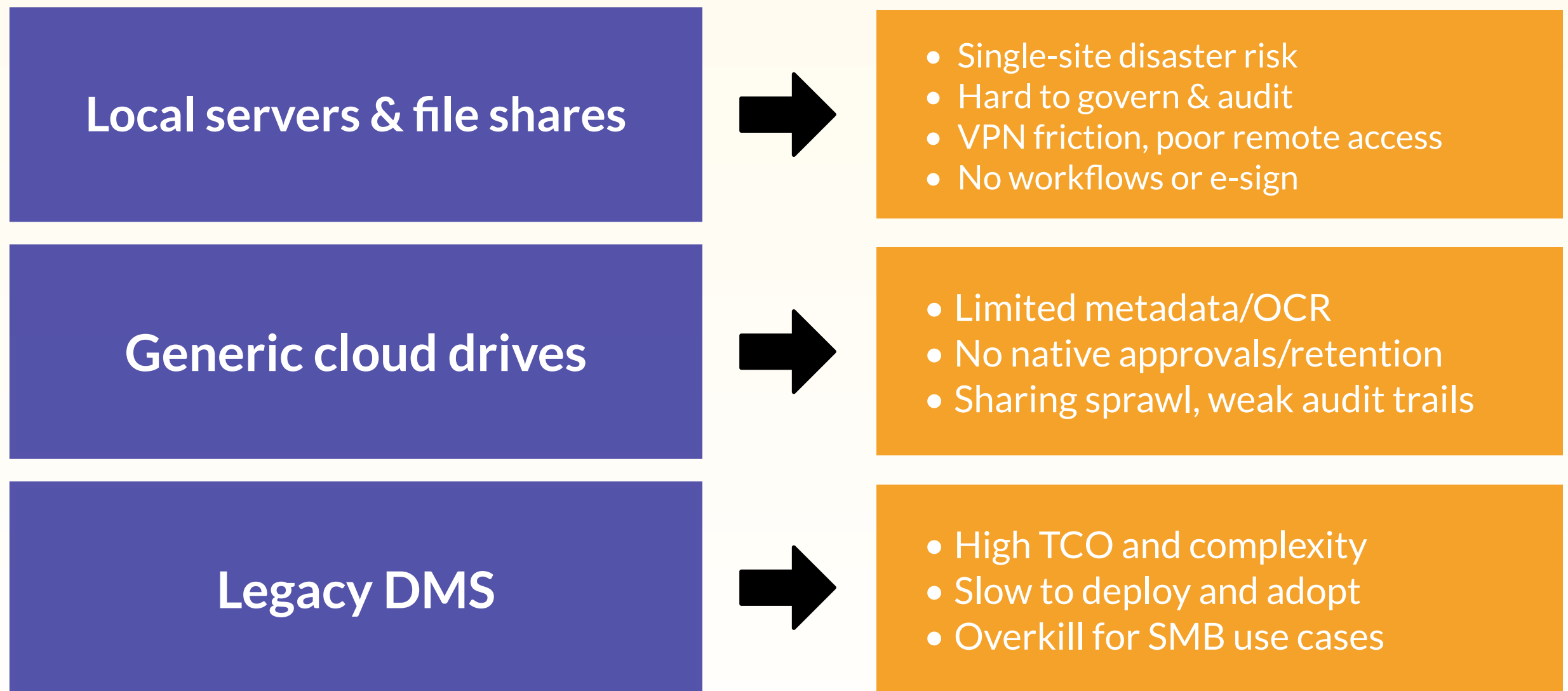
**Project Docs &
Version Control**



Secure Deal Room (VDR)

Customer Insight

Every organization manages documents,
but most tools weren't built for it.



Folderit DMS fits the gap

“

Customers say

"I have started using the trial plan over the last few days and I have to say this is one of the very best pieces of software I have ever used. Intuitive, smart and full of hidden power. Everything is just in the right place and even billing & plans are transparent."

- Phil B., UK 

"I am amazed at your product as well as the simplicity and great UI that your team has built."

- Harshvardhan S., India 

"By the way, let me congratulate you for the excellent software that you have built. It convinced me at first sight :-)"

- Duarte G. H., Portugal 

"Excellent pricing. We are still stunned!"

- Sarah D., Canada 

"This software is brilliant, so easy to use but very powerful!"

- Thomas R., UK 

"I run a small international consultancy business, and we have recently opted for Folderit as our EDM system for legal documents. Congrats on creating such a fantastic, smooth and easy to use product. It really is fantastic."

- Rob L., Netherlands 



What We Mean By Outstanding Support

“

“Thanks for all the speedy responses. Your support is amongst the best, if not the best I have come across on web applications and I will make a point of putting that out on Facebook etc.”

- Nick R., UK 

“

“I wanted to provide some feedback that I am always pleased with your customer service. Whenever I have had any queries you respond timely and answer my queries and provide very good assistance.”

- Laura S., AU 





MedCaT

Sjoerd Kingma

General Manager

"We have been using Folderit for the past five years with complete satisfaction for storing documents related to our Quality Management System (QMS). Folderit is incredibly user-friendly, secure, and affordable, making our documents accessible anywhere, anytime. The workflow management, including the automatic release of documents after review, has greatly streamlined our processes. The powerful search functionality with multilingual OCR ensures we can quickly locate any document, enhancing our efficiency.

Features like granular access control, seamless Office 365 integration, and comprehensive version control have significantly improved our document management. The ability to send documents for electronic signatures and set custom metadata has tailored the system to our needs perfectly.

Folderit's support for subsidiaries and mobile access ensures we can manage documents for multiple branches effortlessly. The platform's user-friendliness results in an orderly overview of documents, benefiting our clients and ultimately our patients.

We highly recommend Folderit for any organization looking to improve their document management processes."



**Tartu University
Hospital**

Kai Jõers

*Senior Laboratory
Specialist*

"We were looking for a document management system for our medical laboratory that would be as easy-to-use as possible while still meeting all ISO15189 requirements, and we found Folderit. Folderit also allows us to build a document management system that comfortably meets the needs of our organization, making it easy for all employees to use without any fear of the new system.

The Folderit team has also listened to our feedback regarding user convenience and needs, and they have implemented these improvements. They have also assisted us in problematic situations, whether due to our lack of knowledge or other factors.

We have always felt supported by the Folderit team. Since data protection is of utmost importance to us, we are confident that the Folderit system meets our requirements for security and privacy."



Santa Maria

Christian Corssen

General Manager

“For us using Folderit was a game changer!!!

We finally found a web based program where we could request approvals for our internal documents and at the same time have the required traceability, we now use it across all of our different areas (Accounting, Production, Quality, etc.) and for all types of documents. Never again did we have problems with people saying "I did not receive or see that document!".

The possibility of receiving emails with the Approval or Acknowledgement option and to be able to preview the documents easily is very efficient and fast. It also was a must that being a Chilean based company we could configure the program to be in spanish.

In summary it has been an excellent productivity and organizational tool for our company.”

netgroup*

Net Group

Priit Kongo

CEO

“Folderit DMS has been a game-changer for our document management needs.

The platform is incredibly intuitive, making it easy for our team to store, organize, and access files securely from anywhere. We’ve significantly improved our workflow efficiency and document collaboration since adopting Folderit. Their customer support is also top-notch, always quick to respond and helpful.

I highly recommend Folderit for any business looking for a reliable and user-friendly document management solution.”



"For us using Folderit was a game changer!!! We're enjoying discovering the capabilities of Folderit and how it will help streamline our document management across our teams."

St John Ambulance Service of Papua New Guinea

Matt Cannon

Chief Executive



"ANSIPPA deployed Folderit in January 2023, and I would say it is one of the best decisions we have taken as a vital government Agency. Since its deployment, we don't have to worry about physical approvals as the approval workflow is second to none."

Anambra State Investment Promotion and Protection Agency

Ejike Osisisoma

Executive Director



"Folderit makes it easy and convenient to manage everyday document tasks. Additionally, the support and development teams are always available and provide prompt assistance."

Ugala Theatre

Eve Põldsaar

HR manager



Double-U

Wim Willegems

CEO

"Before moving to Folderit we tried different DMS systems. Most of them were very expensive and complicated to use."

Folderit is a breeze of fresh air: easy to set up and onboard users. We were up and running in no time. And the good thing is that it doesn't cost a fortune. Also, with Folderit being in the EU, we know that our data falls under EU legislation, making it GDPR and NIS2 compliant. Support is very responsive and they really listen to their customers' feedback."



**Crabtree's Carpet
& Flooring**

Paul Krieg

Director of Operations

"Folderit DMS has been a game-changer for our accounts payable team. We started using it to organize our invoices and receipts, and it's made life so much easier. The metadata fields are super handy - we can tag everything with vendor names, dates, and amounts, which makes finding stuff later a breeze."

What I love most is how smart the search function is. Instead of digging through piles of papers or clicking through endless folders, I just type in what I'm looking for, and boom! Folderit pulls up a list of results, ranked by how well they match. It's saved us tons of time and headaches. Honestly, I don't know how we managed before. If you're drowning in paperwork, give Folderit a shot - you won't regret it!"



Unze
Khuram Saleem
CEO

"We have been using Folderit DMS at Unze for several years now, and the impact on our document management processes has been phenomenal.

The user-friendly interface, coupled with robust security features, has streamlined our operations and significantly improved our efficiency. The support team at Folderit has been exceptionally responsive and helpful, ensuring a smooth transition and continued excellent service.

I highly recommend Folderit DMS to any organization looking for a reliable and efficient document management solution."

Corporate Social Responsibility

Our business is turning offices paperless and if possible, moving them on a cloud platform. In doing so we not only help save forests and water but also energy. Paperless office is greener than non-paperless. While cloud services are in turn greener than on-premises options.



We use Amazon Web Services as our cloud platform which is on track to become 100% powered on green energy by 2025.



Our head office is located in Estonia which has digital society with paperless governance and which is among eight greenest countries in the world

(Yale University's 2016 Environmental Performance Index).



Our hardware is Energy Star rated.



We keep business travel to minimum — when ever it can be done over the internet, we'll do it over the internet.



Tap water in Estonia is pure and drinkable — no need for bottled water in the office.



We sort waste & recycle.



We encourage our employees to commute by other means than private transportation.



Our office is paper-free.



COMPANY PROFILE

Overview

Founded in 2014, Folderit Ltd. is an Estonian-German document management software company headquartered in Tallinn, Estonia. Specializing in secure and easy-to-use solutions, Folderit offers flexible deployment options—including public cloud, private cloud (single-tenant), and on-premises—catering to organizations of all sizes and sectors. With clients ranging from SMBs to large enterprises across 83 countries, Folderit has established itself as a global leader in document management, serving industries such as government, healthcare, finance, engineering, and legal.

Mission

Our mission at Folderit is to provide a user-friendly and secure document management system that empowers organizations worldwide to manage, share, and protect their information seamlessly.

Vision

We envision a digital future where organizations of all sizes have access to affordable, reliable, and scalable document management solutions that promote efficiency and data security.

Core Values

- We prioritize ease of use, making document management accessible for all users.
- Compliance with ISO 27001:2022, GDPR, and HIPAA standards ensures top-tier data protection.
- Constantly evolving to meet the changing needs of modern organizations with innovative features.

Growth and Reach

With a growth rate of around 100% annually over the past five years, Folderit is rapidly expanding its market presence and continuously innovating to serve its diverse global clientele.



Laki 32
Tallinn
Estonia

