

## What is Document Management?

If your documents could only be used to their fullest! The joys of computing! Do you realize how many people use a word processing program simply as a fancy typewriter? There is nothing worse for a business presentation than to have multiple documents – all containing the same data – but laid out in a different format or different styles. Creating separate documents lacks a sense of control and professionalism. Remember... the more you re-create the same data, the opportunity for error increases. Solid data management minimizes the potential for errors and the damage caused by errors. You can design templates and master documents that provide the standard format for the way you want to represent your business. Document Automation assures that your business forms and presentations are consistent and flow smoothly.

The following are only a few ways we can help you manage your documents:

- ☆ Letters
- ☆ Name Badges
- ☆ Rolodex Cards
- ☆ Daily Planners
- ☆ Job Applications
- ☆ Quotations
- ☆ Check Requisitions
- ☆ Expense Reports
- ☆ Tickets
- ☆ Product Data Lists
- ☆ Purchase Orders
- ☆ Document Scanning
- ☆ Property Receipts
- ☆ Employee Reviews
- ☆ Tent Cards
- ☆ Invoices
- ☆ Newsletters
- ☆ File Folder Labels
- ☆ Past Due Notices
- ☆ Columnar Reports & Articles
- ☆ Certificates
- ☆ Address Labels
- ☆ Calendars
- ☆ Brochures
- ☆ Travel Itineraries
- ☆ Reports
- ☆ Invitations
- ☆ Agendas
- ☆ Tables
- ☆ Time Sheets
- ☆ Post Cards
- ☆ While You Were Out . . . Forms
- ☆ Order Forms
- ☆ Price Lists
- ☆ Form Management
- ☆ Shipping Logs
- ☆ Packing Lists
- ☆ Diskette Labels
- ☆ Bid Sheets
- ☆ Memos
- ☆ Awards
- ☆ Mass Mailings
- ☆ Membership Identification
- ☆ Telephone Sales Orders