

Mr AB Sample
Sample Company
1 Sample Road
Sample Town
Sample County
SAM 123

Date

Dear Mr Sample

Discover how dozens of other Accountants are removing mundane paper processes, and seeing productivity improvements of up to 23%*

...with fast and simple document management from under £1 per day*

For today's accountancy professions, everything is needed yesterday. Client files, tax, audit, corporate finance, VAT, correspondence, purchase orders, stock records, costings, payroll... If you can't keep up to speed with your document management, you risk losing business to the competition.

But it's not simply a case of drowning in mountains of files. Hard copy filing is expensive. Statistics show that just one document can cost as much as £15** to file in terms of staff time. And when you're filing scores of documents a day, the cost soon mounts up. Filing also takes up valuable office space. In fact *just one filing cabinet* can cost the average accountancy firm £500** a year in floor rental alone.

Then there's the time actually spent on retrieving information. It's been estimated that staff spend an average of 10% of their time searching for documents - that's 10% of their salary wasted needlessly. But it's not just a case of "time is money". If your teams are wading through mountains of files, they're not doing their job properly. Wouldn't you like to put their time to more profitable use?

Electronic Document Management - not simply an optional add-on, but an essential business tool

As more and more accountancy firms are discovering, Electronic Document Management (EDM) is no longer an optional add-on. It's as essential to the 21st business as email, the Internet or mobile phones. And at less than £1 a day per user, it's also highly affordable. Especially when you add up all the unnecessary costs you are experiencing now.

Easy to operate, integrating seamlessly with your existing systems

A modern EDM system from *Company* is easy to use and even easier to master. Staff simply scan documents into the system and they're filed electronically. Incoming mail, client files, tax, audit, stock records, VAT, payroll... literally anything can be quickly and easily filed in this way. In fact, if your staff can operate a simple photocopier, they can operate an EDM system.

No more "lost" files or breaches of security

Because everything is stored in one centralised location, there's no risk of "lost" files - or different versions of the "same" file in existence on a multitude of hard-drives. Instead you know exactly who's been working on a document, when and where.

Although data can be accessed by any authorised user on any PC, it's totally secure with no risk of tampering or intrusion by unauthorised third parties or hackers. And of course, *Company* EDM also comes with full backup so everything can be instantaneously duplicated and filed securely off-site.

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Improved customer service. Easier official audits.

Speed of service is critical when you want to keep ahead of the competition. Thanks to EDM from *Company*, you can answer customers' questions on the spot with instant on-screen access to the relevant files plus a full audit trail of past communications.

EDM also reduces the pressure of your own official audits. Instead of having to plough through mountains of files and collate relevant information for spot checks, everything is available at the click of a mouse. Even documents of epic proportions can be instantly text-searched so you can go straight to the data you need.

Archive storage costs disappear. Office space becomes more profitable.

With everything stored electronically instead of in forests of filing cabinets, you can immediately put your office space to more profitable use. In many cases this enables expansion without relocation. There are also considerable cost savings in terms of paper and other storage consumables that you'll no longer need.

A range of EDM solutions to suit you

Whatever your unique document management requirements, *Company* can provide a bespoke solution from a wide range of options. We also install your system quickly, with minimum disruption, and offer full staff training (which usually takes less than one hour) as part of the package.

Call XXXXX XXXXXX or visit www.Company.net/accountancy for your FREE report

To enable you to weigh up the pro's and con's of EDM, we've produced an independent and unbiased report: "**Seven key things you must consider before you invest in document management software**". To download your FREE copy, please visit www.Company.net/accountancy Or call XXXXX XXXXXX and we'll be happy to send you a copy.

As our enthusiastic customers will tell you, EDM is an investment that - like email, the Internet and mobile phones - isn't simply an optional add-on anymore. It's an essential part of 21st century business for all organisations that want to remain competitive in today's immediate world. To find out more about the nuts and bolts of how it works, and the immediate improvements and savings you'll enjoy, or for your FREE report, call xxxxx xxxxxx or visit www.Company.net/accountancy

Yours sincerely

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PS Retaining and growing existing business is cheaper than finding new business, and being able to offer a better customer service immediately gives you the competitive edge. EDM also ensures you work smarter and charge your hours properly. So you benefit all-round.

"**Seven key things you must consider before you invest in document management software**" is an independent, unbiased report that's been compiled to help you weigh up the pro's and con's of EDM. Download your FREE copy at www.Company.net/accountancy

* Based on *Company* customer results, and per user costs for a typical 10 user license

** Source: The Gartner Group

(+quotes to appear in right hand panel, both sides)

*"Internally **Company** has enhanced our efficiency significantly as the client filing tray disappeared overnight – filing client documentation would take around three hours each day so if you multiply that cost over a year we've made a huge time and cost savings. Our interoffice memos and internal book keeping paper work have also disappeared. The other major advantage is how easy the system is to use. The staff picked it up very quickly, and when new staff join us, they learn to use the system very quickly."* **Name. Job Title, Company**

*"Following the implementation of **Company**'s document management system, we have managed to take around 200,000 client files out of the sales locations. We estimate that this has led to a 23 per cent increase in efficiency and time saving for our administrative staff."* **Name. Job Title, Company**

*"We have about 400 metres of lateral filing rack just for the documents relating to our clients. Apart from the obvious environmental issue of paper usage, it was reaching a point where we needed a dramatic reduction in the amount of paper we were handling and storing. **Company**'s solution is helping us move towards that nirvana of business, a paperless office."* **Name. Job Title, Company**

*"With over 80 staff including eleven partners, Haslers is a dynamic, modern, progressive Chartered Accountancy firm which is growing rapidly. Space was at a premium so we needed a solution to streamline our office efficiencies, **Company**'s software has enabled us to achieve this goal. Already we are seeing significant operational and productivity gains with a reduction in paper manual processes, which promises to be a great return on investment for us."* **Name. Job Title, Company**

*"In the office we now say 'we **Company** it' instead of saying 'we filed it'."* **Name. Job Title, Company**

*"There have been many benefits from using **Company**. Compliance is easier, proving compliance is easier, we look much more professional to our clients and way ahead of our competitors and we don't lose "bits of paper" any more! **Company** is one of the first bits of software we have bought where it really did do what it said on the box."* **Name. Job Title, Company**

*"Our greatest achievement has been the additional security the system offers us. We no longer spend many a happy hour hunting down files. Departments requiring instant access to files post sign off can achieve their goals in a matter of minutes. As we move forward we anticipate greater integration of **Company** with our systems offering a more complete service to all areas of the business"* **Name. Job Title, Company**