

Attaché Alex

Effortlessly fax, email and confirm delivery of your business documents

“There are just so many better things to do than paperwork”

Simple ideas are often the best, and often provide the biggest benefits. Imagine the impact if you could save most of the time and costs currently spent on sending your business documents.

Key benefits

With Attaché Alex you can fax and email documents straight from your Attaché software. Alex takes the strain off your administration, and the savings generated could exceed the cost of your entire Attaché system. Benefits include:

- ease and convenience
- bottom-line savings
- reduced staff pressure at key times
- improved communications with customers, suppliers and staff



Alex helps us focus on the orders, not the admin. Now with Alex there is no work at all, you simply hit a button and move onto the next job.



Ease and convenience

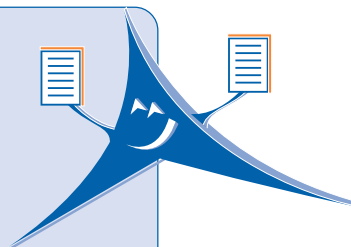
Sending documents is as easy as printing to a printer.

Attaché Alex automatically delivers documents by your chosen method — fax for one supplier, email for another. You can also override the normal sending method so that you can, for example, fax a copy of an invoice originally sent with the goods.

Documents can be sent individually when entered or in batches, such as when sending statements or remittance advices. And you can print file copies at the same time.

Document types

- **Invoices** — send originals or copies instantly
- **Quotations** — project the right first impression
- **Statements** — no more stuffing envelopes
- **Remittances** — seamless EFT payments
- **Purchase orders** — ensure the supplier gets the order
- **Credits** — no wasted time sending manually
- **Picking slips** — ideal for remote warehouses
- **Delivery dockets** — advise that the goods have been sent
- **Pay advices** — confidential email delivery
- **Super guarantee reports** — required reporting made easy



Bottom-line savings

Attaché Alex reduces the cost of sending a document from dollars to around the cost of a stamp because unproductive staff time, stationery, envelopes, printing, postage and fax costs are all eliminated. Saving a dollar or more every time you send a document could represent an enormous bottom-line benefit — every month, every year.

“ Alex saves one person between 2 and 3 days every month, and that’s probably being fairly conservative. ”

Reduce staff pressure at critical times

Attaché Alex provides benefits that users can really feel, especially when it matters most.

“ At month end in particular Alex helps take the pressure off, at a very high pressure time. For the day-to-day documents the benefits are just as real, but month end is when you really notice the difference. ”

Improve communications

By fast-tracking the delivery of business documents, Attaché Alex improves service and communication with customers, suppliers and employees.

“ Customers call us up to tell us they wished all their suppliers did this. ”

Confirmed delivery

As any courier knows, there is more to delivering documents than merely sending them. Attaché Alex’s unique document tracking gives you control. You can receive delivery notification via email for each document and by daily, weekly or monthly exception reports. At the same time, the Alex website provides a secure log of documents sent, which you can access by password at anytime.

attaché online

Report details

Period 01/09/2003 to 07/09/2003
 Name Robert James
 Address robertj@electrohouse.com.au
 VIP 100170

Report log

Faxes — undeliverable (01/09/2003 to 07/09/2003)

To	Address	Sent	Pages	Doc type	Doc no	Reason
ABEL SOUND SYSTEMS AUSTRALIA LIMITED	61294785326	01/09/03	1	Invoice	3963	Occupied
PEPPER TREE PTY LTD	61296578512	01/09/03	1	Invoice	3963	Out of order

Emails — unopened (01/09/2003 to 07/09/2003)
 No unopened emails

Emails — unopened (25/08/2003 to 31/08/2003)*
 No unopened emails

* Unopened email reports include the week prior to the reporting period.

Additional features

- No attachments, no virus concerns with Alex emails
- Options for confidential, password-controlled email delivery for receivers (such as employees receiving pay advices)

Find out more about Attaché Alex from your Attaché consultant or contact Attaché Software. The quotations in this flyer are from user case studies, available in full at the Attaché Alex website at www.attacheonline.com/alex

Attaché Customers
 Attaché Suppliers
 Attaché Products & Services
 Attaché General Ledger
 Attaché Payroll

Attaché Alex

Attaché ODBC

Attaché Software Australia Pty. Limited
 18 Berry Street, North Sydney NSW 2060
 PO Box 1070, North Sydney NSW 2059
 Tel +61 2 9929 8700
 Fax + 61 2 9925 0481

Attaché Software New Zealand Pty. Limited
 Level 5, 93 Grafton Road, Parnell Auckland
 PO Box 37-623, Parnell Auckland
 Tel + 64 9 302 9390
 Fax + 64 9 302 9391

Email info@attachesoftware.com
 Website www.attachesoftware.com

