

# Total print management just got easier!

**SIMPLIFY** your forms and printing management with our **e-FORMS MANAGER** Document Management System.

Now it's easier than ever to avert unexpected shortages, delayed shipments and expensive rush orders. Many of our customers told us they wanted a streamlined, cost-efficient way to track and manage printed forms and marketing material — with quick access and a simple user interface. With **e-FORMS MANAGER** from the Performance Group you get all that and more!

## WHAT IS e-FORMS MANAGER?

**e-FORMS MANAGER** is an Internet-based system which offers our clients a better solution for placing orders, checking order status, verifying proofs, issuing warehouse releases and managing inventory levels.

Current purchasing procedures are often inefficient and time consuming. With **e-FORMS MANAGER** our clients are streamlining their ordering process and checking the status of their orders online. Clients also receive valuable inventory reports which make managing their business documents a much simpler and smarter process.

Companies who incorporate the **e-FORMS MANAGER** system into their purchasing process will gain the benefits of reduced procurement costs, faster turnaround times, improved accuracy and a better way to maintain consistency with corporate standards.

## WITH e-FORMS MANAGER YOU CAN:

- Save time with on-line ordering
- Automatically generate warehouse releases
- Track and verify orders on-line
- Receive e-mail order confirmations instantly
- Access Inventory levels, order history and usage reports

## e-FORMS MANAGER ALSO FEATURES:

- Online business card and stationery ordering
- Electronic proofing
- Customized client catalogs by item
- Product image display



## ADDITIONAL BENEFITS OF e-FORMS MANAGER:

- Virtually eliminates stock outs, back orders, and costly rush orders
- Provides usage reports, reorder points and order history by item
- Tracks inventory costs for multiple cost centers
- Provides valuable inventory management reports

## ADDITIONAL DOCUMENT MANAGEMENT SERVICES INCLUDE:

- Guaranteed cost savings programs
- Local Free Warehousing
- Fulfillment Services
- Pick and Pack
- Next day "just-in-time" deliveries

## THE BOTTOM LINE

Our program is not a "one size fits all" program, but one that's tailored to fit your specific company. Our **e-FORMS MANAGER** program is a systematic process of increasing productivity, improving workflow, eliminating errors, and controlling warehouse, procurement and distribution costs. Our goal is to service your needs while minimizing your inventory investment and maximizing your effectiveness.

**PERFORMANCE**  
*Group*

**1** Navigate to our web site, [www.formsguys.com](http://www.formsguys.com), and sign in at the member log in screen with your user name and password.

Special privileges and various levels of authority for additional users can also be set up within the system to meet your company's internal security requirements.

**2** Easy to use screens allow you to search for products by description, item number or by using several other search criteria available.

**3** Check real-time inventory levels and eliminate the need for costly rush orders. Inventory reports also show your product usage, reorder points and previous order history.

**4** Placing order online, reviewing open orders or releasing product from inventory is simple; just view your client product listing, enter your quantity and submit. If you're not sure of a particular item, simply click on the image icon and a PDF digital image of the document is shown.

**5** Use the Order Tracking Report to view all shipments made from our warehouse to your various cost centers. This report shows quantities shipped, back orders, ship-to locations and status reports.



## IS YOUR COMPANY A GOOD CANDIDATE FOR e-FORMS MANAGER?

Your organization may be a candidate for our new **e-FORMS MANAGER** if it meets some of the following criteria:

- Has multiple cost centers in a single location
- Has multiple locations
- Needs assistance in maintaining a consistent corporate image on printed material
- Uses numerous suppliers for similar products
- Needs to place rush orders on low or out-of-stock items
- Is unaware of inventory levels
- Is unaware of annual usages by item
- Is unaware of how much you spend annually on these items

If you answered yes to several of the above questions, your company is a prime candidate for our program.

## CHOOSE A DEPENDABLE PARTNER YOU CAN TRUST

Choosing a company to assist with your Document Management is a critical decision for any company. As your company expands and changes, it is important that you partner with a company capable of not only meeting your immediate needs today, but someone committed to the continuous improvement of your entire system.

**For a complete assessment of your business documents, simply give us a call. We'll take a look at your printing requirements and see how we can help.**



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