



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 recipient, 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
- **Payment summaries** — staff can save an electronic copy

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.

Reduce staff pressure at critical times

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

Improve communications

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

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

“ 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. ”

“ 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.

The screenshot shows the 'attachéonline' website interface. It features a 'Report details' section with the following information:

Period	29/05/2006 to 4/06/2006
Name	Robert James
Address	robertj@electrohouse.com.au
VIP	123456

Below this is a 'Report log' section with a table of faxes:

To	Address	Sent	Pages	Doc type	Doc no	Reason
ABEL SOUND SYSTEMS AUSTRALIA	61294785326	01/09/06	1	Invoice	3963	Occupied
ABEL SOUND SYSTEMS AUSTRALIA	61296578512	01/09/06	1	Invoice	3963	Out of order
ABEL SOUND SYSTEMS AUSTRALIA	61298564231	01/09/06	1	Invoice	3964	No answer
ABEL SOUND SYSTEMS AUSTRALIA	61295673258	01/09/06	1	Invoice	3964	Out of order

At the bottom, it shows 'Emails — unopened (01/09/2003 to 07/09/2003)' with the note 'No unopened emails'.

Additional features

- No attachments, no virus concerns with Alex emails
- Additional material can be included before or after the document, for example, price lists, rosters or promotional materials
- Options for confidential, password-controlled email delivery for receivers (such as employees receiving pay advices)

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 Archive



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