

WHO'S WHO

AMONG TECHNOLOGY VENDORS SERVING THE ACCOUNTING PROFESSION

PAYROLL PRACTICE MANAGEMENT TAX PREP TAX RESEARCH TIME & BILLING TRIAL BALANCE WRITE-UP ACCOUNTING BACK UP DOCUMENT MANAGEMENT FIXED ASSET



COMPANY OVERVIEW

Serving the accounting profession for over 10 years, Office Tools Pro has received recognition as being a specific solution for the small office. Listed in *Accounting Today's* "Top 100 Products" and consistently receiving 4 to 5 stars by *The CPA Technology Advisor* in three categories for four years running are just a few of the acknowledgements. *WebCPA* applauds Office Tools Pro for its "All-in-One" design, and the *CPA Computer Report* says, "It is among the easiest Practice Management Suites to learn and use." Market recognition and a sense about small office needs have made us a top choice among professionals in the accounting profession.

PRODUCTS

As a leader in small office software, we focus on developing software tools that solve specific problems for the small firm owner/manager. Our unique Workflow Methodology uses a single interface that provides access to nearly every office task and function, thus solving client, staffing and workflow problems while providing you with the following benefits:

- ▶ Simplified Office Management
- ▶ Improved delegation
- ▶ Increased Productivity

We provide tools for client communications, requests and updates: seamless integration of client information, e-mail, documents, due dates and histories. We provide tools for staff requests and needs: quick access to client information, staff schedules and staff delegation. We provide tools that track

workflow, automating time tracking, billing and due date reporting; a central location for the entire office to receive and update work assignments.

MARKETS SERVED

Office Tools Pro for Accounting Professionals is easily integrated into CPA, EA, Professional Accountants, tax and bookkeeping offices. Other service professionals such as consultants, architects and attorneys easily adapt Office Tools Pro to their specific needs, as well.

CUSTOMER SUPPORT

Office Tools Pro's success and growth is built upon exceptional client care. Professional staff is available during regular business hours at no charge to end users. We pride ourselves on having a courteous representative answer your questions

directly, without having to wait for a call back. Superior customer support has allowed us to achieve 95 percent customer retention year after year. We offer our software free of charge for 30 days. We believe in our "Try before you buy" policy. We are confident you will agree.

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YEAR FOUNDED: 1997

PRICE: \$500/First User, \$225/additional users

office management just got easy and
profits are up.

Running an accounting practice with 625 clients and 6 staff can be quite a task in itself. Client and staff management is ultimately my responsibility. Spending my time on administration felt like the office was running me, instead of the other way around. Not anymore, with Office Tools Pro software our office has transformed to being more productive and profitable. My staff quickly integrated the software into their daily workload and now they receive the tasks I delegate to them instantly. Staff can find documents, track due dates, complete tasks and track their time in a snap. Reviewing their productivity at any time is as simple as it gets. My entire office runs smoother and more productive, I can now focus on providing client services. Profits have increased and office management just got easy.

For more information on how Office Tools Pro makes managing your office easier and more profitable, contact a small firm specialist for a demonstration at:

888-667-8440

www.officetoolspro.com

The software solution for the small office.

