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**Office Tools Pro 2004 Now Available For
Accountants/CPAs/Tax Professionals**

April 23, 2004 – Palmdale, CA – Giardina & Associates, which provides time billing and practice management software and full-service technical solutions to small and medium-sized firms, announced today that it has released Office Tools Pro 2004 for accounting professionals. New additions to the popular software include a utility program, enhanced scheduling modules, an updated installation program and significant speed improvements. Office Tools Pro provides accounting professionals with a comprehensive practice management package, including contact management, time and billing, scheduling, document management, due date reporting and project tracking.

“With Office Tools Pro 2004, every office will benefit from faster response times,” said Michael Giardina, President of Giardina & Associates. “We have streamlined speed performance, providing a 30 percent increase in navigation and a 60 percent improvement in login time. Further, the updated installation program allows for a more complete network installation, including a much faster and easier overall install time. We help firms simplify practice management.”

The new utility program in Office Tools 2004 adds automatic back up and maintenance capabilities, reducing administration time and keeping the system running smoothly. Network updating provides for fast and easy deployment of program enhancements, which can be received automatically via Internet. A new database support function has been added to quickly send data to Office Tools Pro’s main support department for analysis.

The enhanced scheduling module provides accounting professionals with a simple, easy-to-use interface. For convenience, the schedule tab has been split into Summary and Detail views. A "Day view" interface has also been added, with the "All Staff Day view" tab allowing users to see today's appointments for the entire office in one calendar view.

Office Tools Pro starts at \$299 per user and is available free of charge for the first 90 days. As an authorized Palm, Inc. reseller, Giardina & Associates offers a discount on a Palm Pilot with the purchase of Office Tools Pro. In addition, support and service packages for accountants, CPAs and tax professionals are available. For more information on Office Tools Pro 2004, call 888-667-8440 or visit their Web site at <http://www.OfficeToolsPro.com>

About Office Tools Pro By Giardina & Associates

Since 1989 Giardina & Associates, a Southern California-based computer-consulting firm, has helped small and medium-sized firms utilize technical resources. Services offered include LAN Management, Outsourced MIS, IS Consulting, Web Design, Custom Programming and Computer/Printer Sales, Support and Service. Giardina & Associates is an authorized reseller/partner of Intel, Microsoft, Novell, Cisco Systems, Sonic Wall, Palm, IBM, Hewlett Packard and Sony. Their flagship product, Office Tools Pro, is a practice management program that combines the best of client management and scheduling, project management, conflict checking and time and billing in one easy-to-use package. Office Tools Pro is available free of charge for the first 90 days. For more information on Office Tools Pro by Giardina & Associates, call 888-667-8440 or visit their Web site at www.OfficeToolsPro.com

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