



FOR IMMEDIATE RELEASE

Graphics available upon request

CONTACT:

Kim Ilao, Director of Media Relations
AccountingVoice
800-595-3174, ext. 119
KimIlao@AccountingVoice.com

Michael Giardina, President
Giardina & Associates
661-266-3900
Mike@Giardina-Assoc.com

**Giardina & Associates Announces New
Document Management Module For Office Tools 2002**

November 14, 2002 Palmdale, CA Giardina & Associates, an emerging leader in time billing and practice management software and a leading computer consulting firm offering full-service technical solutions to small and medium-sized businesses, announced today that it has added a new document management module to its Office Tools 2002 software for accountants, CPAs and financial service professionals. This new feature will provide centralized access to all project information and allow professionals to track client activities, including related documents and emails.

“By adding a fully integrated document management module to Office Tools, we are providing the kind of flexibility and accessibility necessary for CPAs and accountants to manage their practice,” said Michael Giardina, President of Giardina & Associates. “This new feature electronically captures, stores and manages business information, eliminating paper and reducing operating costs.”

Office Tools provides businesses with a comprehensive practice management package, including contact management, time and billing, scheduling, due date reporting, project tracking and records management. Office Tools starts at \$199 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. In addition, support and service packages for accountants, CPAs and tax professionals are available. For more information on Office Tools, call 888-667-8440, email sales@giardina-assoc.com or visit their Web site at <http://www.Giardina-Assoc.com>.

About Giardina & Associates

Since 1989 Giardina & Associates, a Southern California-based computer consulting firm, has been helping small and medium-sized businesses utilize technical resources. Services offered include LAN Management, Outsourced MIS, IS Consulting, Web Design, Custom Programming and Computer/Printer Sales, Support & Service. Giardina & Associates are Novell Authorized Resellers as well as partners/resellers of Compaq, Cisco Systems, Sonic, Intel, Microsoft and Hewlett Packard. Their flagship product, Office Tools, is a practice management program that combines the best of client management and scheduling, project management and time and billing in one easy-to-use package. Office Tools is available free of charge for the first 90 days. For more information on Giardina & Associates and Office Tools, call 888-667-8440 or visit their Web site at <http://www.Giardina-Assoc.com>.