

Everything in one place.

It's one thing to have every feature in the world but it's another to have them all in one, single screen. Your office, your life just got easy.



Contacts

There's no need to re-enter all your contact info to get started. It has built-in sync with Microsoft Outlook and QuickBooks. Track multiple contacts for any client, everyone at your fingertips.



Notes

Digital note pads are in. Need to scribble down some thoughts, an idea for a client, not quite a project or to-do. Keep as many notes as you want.



To-Do's

Prioritize things that need to get done. Create a task and delegate it to anyone. Understand what needs to be addressed and when, whether for you or your entire office.



Calls

Track, respond and delegate every call that comes in. Pick up the phone and know exactly what you or your staff discussed on the last call with your client.



Schedule

Your calendar, their calendar, the firms' calendar, all together or separate. See as much detail as you want, when you want, with a click of your mouse.



Projects

Tracking projects, assignments and deadlines won't keep you up at night anymore. Increased awareness through detailed statistics makes managing your business effortless.



Time

Record time worked for payroll, billing or both. Track mileage and expenses too. With built-in features to ensure all time is recorded, you won't waste time.



Billing

Say goodbye to expense spreadsheets and cumbersome invoicing. No need to spend countless time compiling and changing invoices, just send it.



Records

Track your paper files from creation to destruction. Track files by case/matter and location. Have instant access to important information.



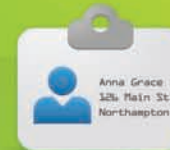
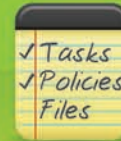
Documents

Make your business more secure and more transparent. Go paperless. Office procedures gradually implemented or all at once. You decide.



Office Tools[®]

P R O F E S S I O N A L



Designed just for you.

Made for the way people really think and how they really get things done. A software designed for you and your office.

For more information visit us at
www.officetoolspro.com



Integrated with:

Minimum PC requirements:

- Pentium III 800mhz
- 256MB ram
- 200MB disk space
- Super VGA (1,024x768) or higher-resolution video adapter and monitor
- HP laser printer with 4MB ram
- Windows 2000 Service Pack 4
- Windows XP Service Pack 2

Recommended hardware:

- Pentium 4 1.6GHz or faster
- 1GB Ram or above

Operating system for server:

- Windows 2000 Service Pack 4
- Windows 2003 Server Service Pack 1 or later
- Windows XP Service Pack 2

Simplicity is beautiful.

Enjoy elegant, distinctive software that gives you instant access to all of your business data. Just one look at the skillfully engineered “One-Click” interface lets you know using it will be simple. You won't have to scour through various applications searching for different pieces of information anymore. Having intelligibly designed well-featured software means increased productivity, which means increased profits. Now that's beautiful.

The screenshot displays the Office Tools software interface for ABC Company. The top menu includes File, Edit, Contacts, Reports, Setup, Tabs, and Help. The main window is titled "ABC Company - ABC345678" and shows a "Staff Schedule" for Joe Demo on Saturday, April 26, 2008. The schedule includes tasks such as "At Client Office: Balboa Flower Shop, Inc with Bernie RE: Balboa Flower Shop - Review Financial Plan with owners lawyers, and bankers" and "Client in Office: Chase, Bram with Mr. Chase - Look over numbers for the end of the quarter". A task list at the bottom shows various tasks with columns for Unread, Date, Time, Type, Company, Contact, Description, Hours, Priority, and Done.

Unread	Date	Time	Type	Company	Contact	Description	Hours	Priority	Done
<input checked="" type="checkbox"/>	4/26/08	5:00 PM	Alert	ABC Company	Mike Smith	2008 - 1120 Tax Return - Yellow Fee Alert	25	1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4/26/08	5:00 PM	Alert	ABC Company	Mike Smith	2008 - 1120 Tax Return - Red Hours Alert	25	1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4/26/08	11:55 AM	Status	Bernstein, Flag & Wallace	Lou Stein	2005 - 1040 Tax Return - Needs Review	0.5	3	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4/26/08	11:29 AM	Status	Adams, Arthur & Amy	Arthur Adams	2006 - 1040 Tax Return - Missing Info	0.5	3	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4/26/08	11:28 AM	Review	ABC Company	Mike Smith	Please look over this Letter and let me know	0	3	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4/26/08	11:27 AM	Call	California Stitchworks Embroidery, Brit Moore		Needs GL numbers and Junes Bank Recs	0	2	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4/26/08	11:25 AM	Todo	Adlin, Tom & Mary	Sheri Adlin	Needs new financials.	0	3	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4/22/08	8:00 AM	Call	ABC Company	Carl Smith	Tax: needs tax info	0	1	<input type="checkbox"/>
<input type="checkbox"/>	4/15/08	5:00 PM	Deadline	Chaparral & Sons	Melvin Chaparral	2007 - 1040 Tax Return	0	1	<input type="checkbox"/>
<input type="checkbox"/>	4/25/08	2:00 PM	Appt	Lazaro, Miguel & Rosa	Mguel Lazaro	Client in Office - Year end planning and the Lazaro Estate Planning.	2.5	1	<input type="checkbox"/>



Clients

Know instantly what is going on with your client; what projects are being done for them, who's working with the client, what documents associated with them, last time they were called/emailed, how much they owe.



Staff

Delegation doesn't have to be stacks of sticky notes, lists and daily meetings. Everyone will be on the same page with instant access to vital information. Ensure your staff is effective by real time assignment review. Imagine how smooth your office will run with better delegation and fewer interruptions.



Workflow

Everything working together is a beautiful thing. No matter how you run your business you can be certain that nothing will be missed. With project alerts, on-screen statistics and staffing budgets; every aspect of workflow is simple and natural.