

NOVEMBER 2006

DOCUMENT ideas

INNOVATIVE BUSINESS GROWTH IDEAS FROM
ATLANTIC TOMORROW'S OFFICE



Send Invoices By Email Without Changing Your Accounting Software

What would it mean to you if you could send invoices by email instead of mailing them?

- Faster delivery equals shorter collection times
- Reduced printing and postage costs

Technology available from Atlantic Tomorrow's Office allows you to send some or all of your invoices by email without changing your existing accounting software.

Automatically Generate Invoices

As invoices are printed from the system, the software looks for customers who have an email address in their customer record. If there is an email address, the system automatically generates an outbound email. If there isn't an address, the system simply prints the invoice.

The invoice is generated as an email attachment in the popular Adobe™ PDF format so it can be read on any computer.

In the example to the right, you can also see that the subject and body of the email are preconfigured to let the customer know about the invoice.

Works With Any Accounting System

Since the technology creates the invoice from the print stream that your software generates, this will work with virtually any common or proprietary accounting software - without making any changes to the accounting software you rely on.

Better Customer Service

Amazingly, most of your customers will view email invoices as an improvement to your customer service. It also positions your company as a high tech operation. Plus, you can do all of this without changing your existing accounting system.

To explore how emailing invoices could help your company, contact us today.

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To: <email>
From: service@yourcompany.com
Re: Monthly Invoice Attached
Dear <Contact>

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Attached is a copy of the monthly invoice for <company> in the amount of <total>.

Please remit payment to:

Company
Address
City, State, ZIP

If you have any questions about this invoice please reply to this email or contact us at 555-555-5555. We appreciate your business!

Sincerely,
Your Company

In This Issue

Send Invoices By Email Without Changing Your Accounting Software

The Convenient New Way to Scan
Solution Spotlight

Hardware & Software Procurement

A Word from the Weiss



Solution Spotlight

From 3Com to Cisco, from HP to Dell, and from Symantec to Microsoft, Atlantic's PSG Division can supply all of your network and computer hardware and software needs. Contact us today to learn more.

Office Expo 2007

Atlantic thanks all of the attendees, our Customers, Business Partners and Vendors, for making the 2006 Expo a tremendous success! We are looking forward to seeing you on Thursday, November 1, 2007, so mark it down on your calendars!



ABOUT ATLANTIC TOMORROW'S OFFICE

Headquartered in New York, Atlantic Tomorrow's Office is a full-service document solutions provider. We are fully equipped to meet your office automation needs, regardless of the size and scope of your business.

Our goal is to save our customers time and money by providing state of the art document management solutions. Learn more online at www.tomorrowsoffice.com.

PRODUCTS & SOLUTIONS

- Multifunction Systems
Print-Copy-Fax-Scan
- Electronic Document Management
- Total Print Management
- Network & Printer Support

The Convenient New Way to Scan: Scan to a USB Memory Stick

The USB memory stick is one of the handiest recent computer inventions. This helpful gadget allows you to easily carry files between computers.

Now this hot technology is even more useful. With new multifunctional systems from Atlantic, you can scan documents directly to your memory stick!

It's As Easy as Making a Copy

Simply insert your USB memory stick into the USB port in your multifunction system. Place your stack of documents in the feeder, and with the push of a button, your documents are scanned securely to a memory stick. You can even name the file using the simple keypad on the LCD control panel.

Insert the memory stick into your desktop computer or laptop and you have instant access to your key information.

Create PDFs In Seconds

Your documents are whisked through the document feeder and converted to an Adobe™ PDF file. These files can be read on any PC or Macintosh computer. You can save them on your computer or on the network. PDF files are also great to send as email attachments.

Plus, with optional OCR (Optical Character Recognition) software, you can edit these documents in Word or Word Perfect while retaining their original formatting!

Carry Boxes Full of Information In Your Pocket

USB memory sticks can hold hundreds and even thousands of scanned documents. This tool is great for office workers, mobile professionals, teachers, and home office workers.

There are literally dozens of applications for this new technology. To learn more about how scanning to USB can benefit you, contact us today.

A Word from the Weiss

Larry Weiss, President, Atlantic Tomorrow's Office

One of our values as a company is to provide superior customer service and the latest in industry trends. Our recent Product Expo 2006, hosted at the Grand Hyatt New York Hotel, was a demonstration of our dedication to this core value and goal.

The Expo's attendance was at an all time high with 350 companies and over 600 people attending. I want to thank everyone for making Atlantic's Expo a success, especially the guest seminar speakers: Robert W. Meraviglia of Ricoh Corporation, Darrell Amy of Convergence Consulting Inc., Rod Herzog of Toshiba, Robert DeSiena of Transel Elevator, Jay Mostel of Sephardic Nursing and Rehabilitation Center, and Sam Malangone of Christian Health Care Center. Our informative seminar topics covered a variety of subjects, which included but were not limited to: document security and management, lowering copying and printing output costs, and achieving cost-effective solutions to technology needs.

This event was the ultimate opportunity to view and learn the latest multifunctional office technologies. For those of you who attended this year's Expo, I hope that it was a worthwhile investment of your time as an audience participant. The value in the individual presentations and the flow of information on how to innovate, renovate, and regenerate the work environment supported what we, as a company, try to provide our customers.

Please review the recap of events and discussions held during the "Office Makeover" Technology Expo 2006 on our website at www.tomorrowsoffice.com.

If you wish to discuss the information from the Expo, have industry concerns or other possible topics of interest for the next Expo, please feel free to reach me at 212 507-9411. Many thanks.



Drowning in Paper?

Save yourself with an electronic document management system from Atlantic Tomorrow's Office. Contact us today for more information.

Promotion

Lease a Toshiba eStudio 281c from Atlantic for just \$118.00 per month*, and bring color into your office. Contact us today for details.

*Based on a 60-month lease.



"This was an unbelievable experience for a new customer like myself...we made the right decision choosing Atlantic as our vendor."

- Dena Kessler, Greenwich House, Inc.

"On behalf of all the Grenadier staff that attended this month's expo, I would like to extend thanks for your invitation. Staff members who came for the very first time were very impressed with your knowledgeable team and with the equipment and services that Atlantic provides. We look forward to returning next year. My daughter told me that she now understands why I am so passionate about Atlantic."

- Marlene Ranglin of Grenadier Realty



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