

# Attaché Alex

## *Effortlessly fax, email and confirm delivery of your business documents*

*“There are just so many better things to do than paperwork”*

Simple ideas are often the best, and often provide the biggest benefits. Imagine the impact if you could save most of the time and costs currently spent on sending your business documents.

### **Key benefits**

With Attaché Alex you can fax and email documents straight from your Attaché software.

Alex takes the strain off your administration, and the savings generated could exceed the cost of your entire Attaché system. Benefits include:

- Ease and convenience
- Bottom-line savings
- Reduced staff pressure at key times
- Improved communications with customers, suppliers and staff
- High quality pdf delivery

### **Ease and convenience**

Sending documents is as easy as printing to a printer.

Attaché Alex automatically delivers documents by your chosen method – fax for one supplier, email for another. You can also override the normal sending method so that you can, for example, fax a copy of an invoice originally sent with the goods.

Documents can be sent individually when entered or in batches, such as when sending statements or remittance advices. And you can print file copies at the same time.



Alex helps us focus on the orders, not the admin. Now with Alex there is no work at all, you simply hit a button and move onto the next job.



### **Document Types**

- **Invoices** – send originals or copies instantly
- **Quotations** – project the right first impression
- **Statements** – no more stuffing envelopes
- **Remittances** – seamless EFT payments
- **Purchase orders** – ensure the supplier gets the order
- **Credits** – no wasted time sending manually
- **Packing slips** – ideal for remote warehouses
- **Pay advices** – confidential email delivery

## Bottom-line savings

Attaché Alex reduces the cost of sending a document from dollars to around the cost of a stamp because unproductive staff time, stationery, envelopes, printing, postage and fax costs are all eliminated. Saving a dollar or more every time you send a document could represent an enormous bottom-line benefit- every month, every year.

## Reduce staff pressure at critical times

Attaché Alex provides benefits that users can really feel, especially when it matters most.

## Improve communications

By fast-tracking the delivery of business documents, Attaché Alex improves service and communication with customers, suppliers and employees.

## Confirmed delivery

As any courier knows, there is more to delivering documents than merely sending them. Attaché Alex's unique document tracking gives you control. You can receive delivery notification via email for each document and by daily, weekly or monthly exception reports. At the same time, the Alex website provides a secure log of documents sent, which you can access by password at anytime.



The screenshot shows the 'attachéonline' web interface. It has a header with the logo and a navigation menu. Below the header, there are two main sections: 'Report details' and 'Report log'. The 'Report details' section shows information for a report from 01/09/2003 to 07/09/2003, for Robert James at robertj@electrohouse.com.au, address 100170. The 'Report log' section shows a table of faxes and emails. The fax table has columns for To, Address, Sent, Pages, Doc type, Doc no, and Reason. It lists two faxes: one to ABEL SOUND SYSTEMS AUSTRALIA LIMITED and one to PEPPER TREE PTY LTD. The email section shows two periods with no unopened emails.

To	Address	Sent	Pages	Doc type	Doc no	Reason
ABEL SOUND SYSTEMS AUSTRALIA LIMITED	61294785326	01/09/03	1	Invoice	3963	Occupier
PEPPER TREE PTY LTD	61296578512	01/09/03	1	Invoice	3963	Out of o

## Additional features

- No attachments, no virus concerns with Alex emails
- Options for confidential, password-controlled email delivery for receivers (such as employees receiving pay advices)
- Manage by exception with weekly reports

Find out more about Attaché Alex from your Attaché consultants or contact Attaché Software. The quotations in this flyer are from user case studies, available in full at the Attaché Alex website at [www.attacheonline.com/alex](http://www.attacheonline.com/alex)

“ Alex saves one person between 2 and 3 days every month, and that's probably being fairly conservative. ”

“ At month end in particular Alex helps take the pressure off, at a very high pressure time. For the day-to-day documents the benefits are just as real, but month end is when you really notice the difference. ”

“ Customers call us up to tell us they wished all their suppliers did this. ”

- General Ledger
- Cashbook
- Accounts Receivable
- Accounts Payable
- Inventory Control
- Special Pricing
- Fixed Assets
- Bill of Materials
- Sales Order Entry
- Sales Analysis
- Purchase Ordering
- Purchase Analysis
- Foreign Currency
- Payroll
- Alex
- Report Designer
- Data Transfer
- FlexiData
- ODBC
- OLE DB
- Archiver
- Scheduling

# Attaché

**Attaché Software New Zealand Pty. Limited**  
Level 4, 48 Greys Ave, Auckland 1010  
PO Box 37-623, Parnell, Auckland 1151  
Tel + 64 9 302 9390  
Fax + 64 9 302 9391

**Attaché Software Australia Pty. Limited**  
18 Berry Street, North Sydney NSW 2060  
PO Box 1070, North Sydney NSW 2059  
Tel + 61 2 9929 8700  
Fax + 61 2 9925 0481

Email [sales@attache.co.nz](mailto:sales@attache.co.nz)  
Website [www.attacheonline.com](http://www.attacheonline.com)