



## Your "Dashboard" for "100% Paperless" Management of Customer and Supplier documents.

Document Center Features:

- Create PDFs of Laser-generated\* Customer Invoices and Statements and Supplier Purchase Orders that are *automatically* created by the Document Center application. (\*requires Laser Forms module)
- Storage Documents are digitally archived and searchable by Year for any Customer or Supplier which will help eliminate the "paper chase" in your business.
- Email\* any document instantly to your Customers or Suppliers. Customers and Suppliers get their emailed original documents instantly and you'll save time and significant money over mailing or faxing your documents the "traditional" way.
- **Reprint** any Customer Invoice, Statement or Supplier Purchase Order instantly !
- Self-Service Qwik-Order customers can retrieve copies of their Invoices or Statements directly from the Qwik-Order Billing Status page.

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