OFFICE Sedona™

#1 Accounting & Business Management
Software for Security Companies

Invoice Outsourcing

"Outsource Printing Services"

PERENNIAL SOFTWARE

In Partnership With

BFIS
Bridgestone/Firestone
Information Services

Outsourcing the printing of invoices and statements can reduce your cost of printing and mailing by nearly 50%. Even if your savings are less, when you outsource your mailing services, you will add significant dollars to your bottom line.

With Sedona Office we have made the process of outsourcing your invoice printing a breeze. Simply with the touch of a button, your invoices are transmitted via a secured FTP transmission for printing to our exclusive printing service, BFIS (Bridgestone/Firestone Information Services).

Yes, the same company that sells billions of dollars in tires each year also is one of the largest providers of invoice mailing services in the country.

Once BFIS receives the invoices, they are automatically routed through their systems for printing. All data is properly secured throughout the process, so you can be assured your customer database will never be compromised.

BFIS can print your invoices for a fraction of your cost, simply because of volume. BFIS prints millions of invoices each month. Using state-of-the-art technologies, BFIS can print and mail your invoices with complete accuracy, faster than you can, and all at a significant savings.
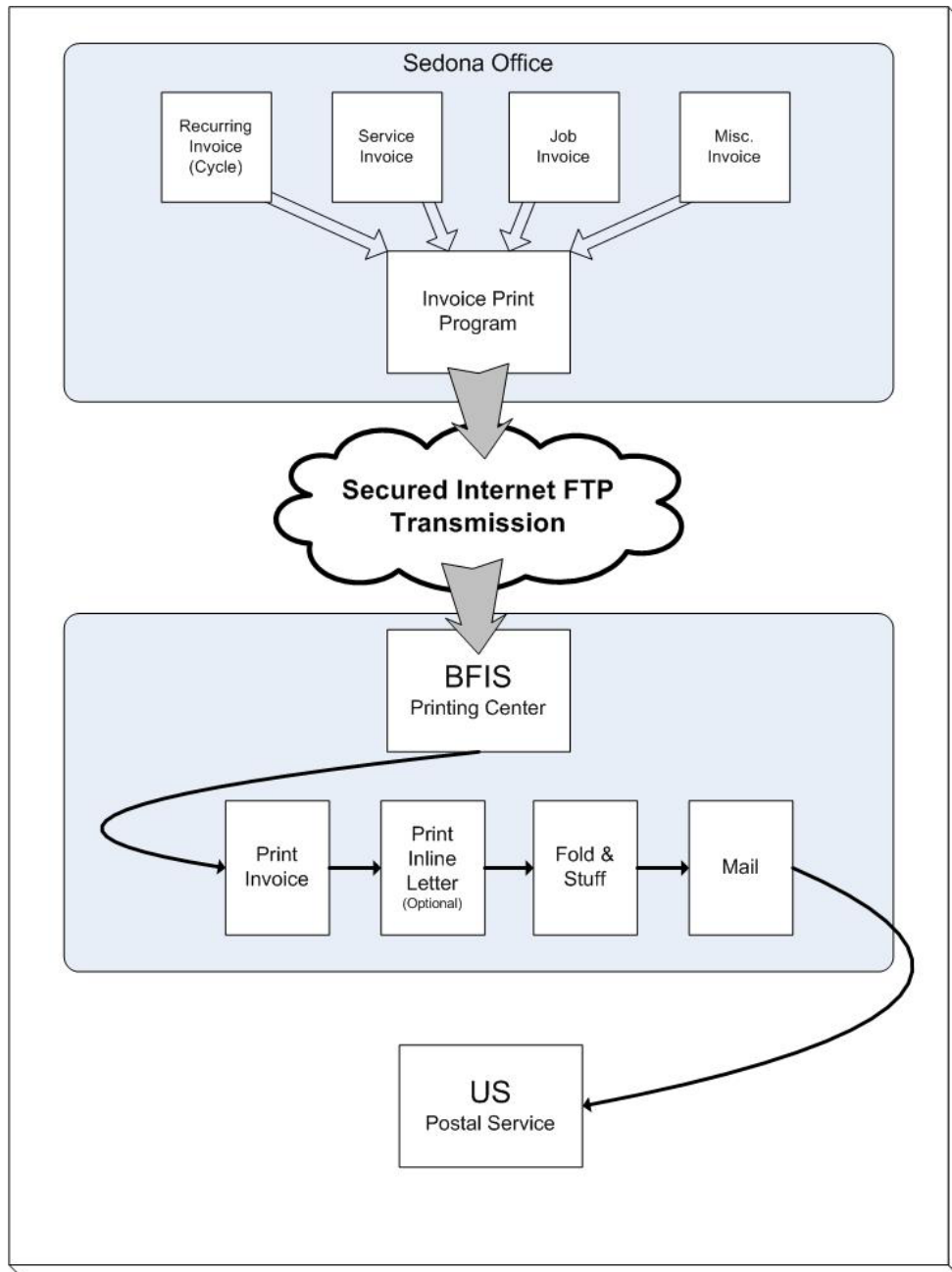
Here's how the program works…

- In Sedona Office, create your invoices just as you would normally.
  - Recurring Invoices (Cycle Invoices)
  - Service Invoice
  - Job Invoices
  - Miscellaneous Invoices

- Use the Print Invoice option to select which invoices you would like selected for printing.
  - Press the transmit button and your invoices are sent to BFIS for printing.

- BFIS will receive the secured (password protected) file and prepare it for processing
  - Every address is matched with the US Postal Service to verify the address is correct.
  - A Bar Code is added to each invoice for fastest delivery service possible.
  - Any address changes or moves are forwarded to you so you can update your records.

- The invoices are then printed, using the printing options you selected.

- An inline letter can be added to any invoice based on the invoice type (Recurring, Service, Job or Miscellaneous) or based on the customer type (Residential or Commercial)

- The invoices are then folded and stuffed in an outgoing envelope.

- A #9 return envelope for the payment is placed in the outgoing envelope.

- Postage is applied and the invoice is taken to the US Postal Service.
  o All invoices are pre-sorted with bar codes for the fastest delivery possible.
  o Your return address is printed with a bar code so the return payment will be received faster at your office.
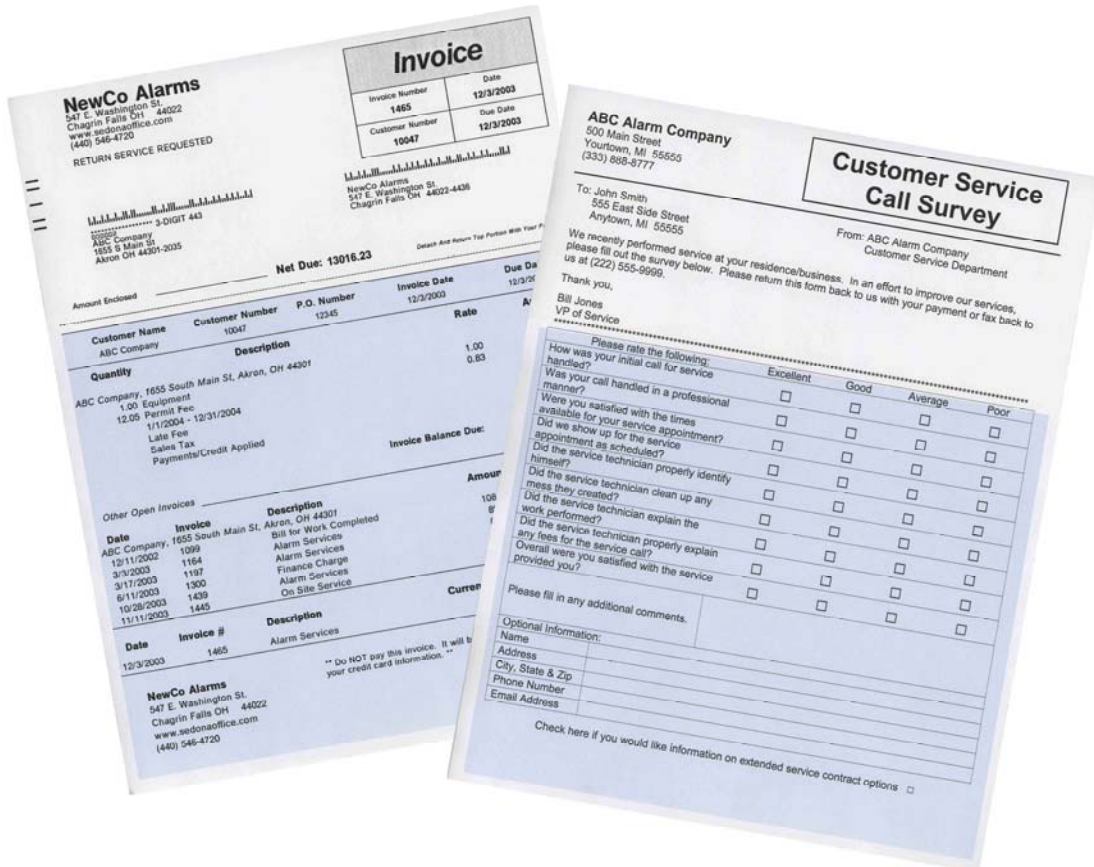
This diagram shows you how the process works.

Would you like your logo printed on the invoice? Not a problem, BFIS can customize the invoice form to include your logo. Best of all, there's no extra cost involved.

Here is a sample invoice and inline service letter for all the service invoices. Of course you can design any type of inline letter you desire.

Each invoice that was created for a service call can automatically receive the service survey as an inline insert (or any other document you choose). You can also have inline inserts for your recurring invoices, installation invoices and your miscellaneous invoices.

Here are just a few additional benefits you will receive when using BFIS:

- No more stocking of invoice forms and envelopes.
- Never have to order supplies at the last minute and pay a premium.
- Save on printer cartridges and wear and tear on your laser printers.
- No longer having to stop everything to get the invoices out the door.
- Receive your payments from your customers faster than ever before.
- Provide your customers with professional invoices (image is everything!).

Here's the best news of all; you already have the ability to outsource your invoice printing with BFIS! It's included with Sedona Office. No additional costs and no setup fees.

Now that you've seen all the benefits, here's the best news of all! Using BFIS to print your invoices will save you money, and here's how…

In-house Printing vs. Outsourcing Analysis			
In-house		*BFIS*	
Invoice Form	$ .05	Invoice Form	$ 00
Outgoing #10 Envelope	.07	Outgoing #10 Envelope	.00
Return #9 Envelope	.06	Return #9 Envelope	.00
Laser Cartridge (per page)	.02	Laser Cartridge (per page)	.00
Laser Printer (maintenance)	.02	Laser Printer (maintenance)	.00
Labor (print and review)	.10	Labor (print and review)	.00
Labor (fold, stuff and seal)	.10	Labor (fold, stuff and seal)	.00
Labor (postage and mail)	.05	Labor (postage and mail)	.00
Postage	.37	Postage	.00
Total Cost	**.84**	**BFIS Price***	**.57**
		Savings per Invoice	.27
		Savings per 5K Invoices	$ 1,350.00

* Actual BFIS price is based on your monthly total printed invoice count.

The analysis above shows an annual savings of over $16,000, but what it doesn't show are all the intangible savings. When you add in the additional non-direct and intangible costs, the savings nearly double. Industry experts put the true cost of one generated invoice between $1.00 and $1.50. When you look at it this way, outsourcing your invoice mailing with BFIS is a "No Brainer".

So what are you waiting for? Contact Dino Tianello at BFIS today at (330) 379-7540 or email Dino at tianellodino@bfusa.com for complete pricing information.

For more information on Sedona Office or any of the additional products offered by Perennial Software; contact us at (440) 247-5602 or via email at info@sedonaoffice.com, or visit us on the web at www.sedonaoffice.com.

Sedona OFFICE
#1 Accounting & Business Management
Software for Security Companies