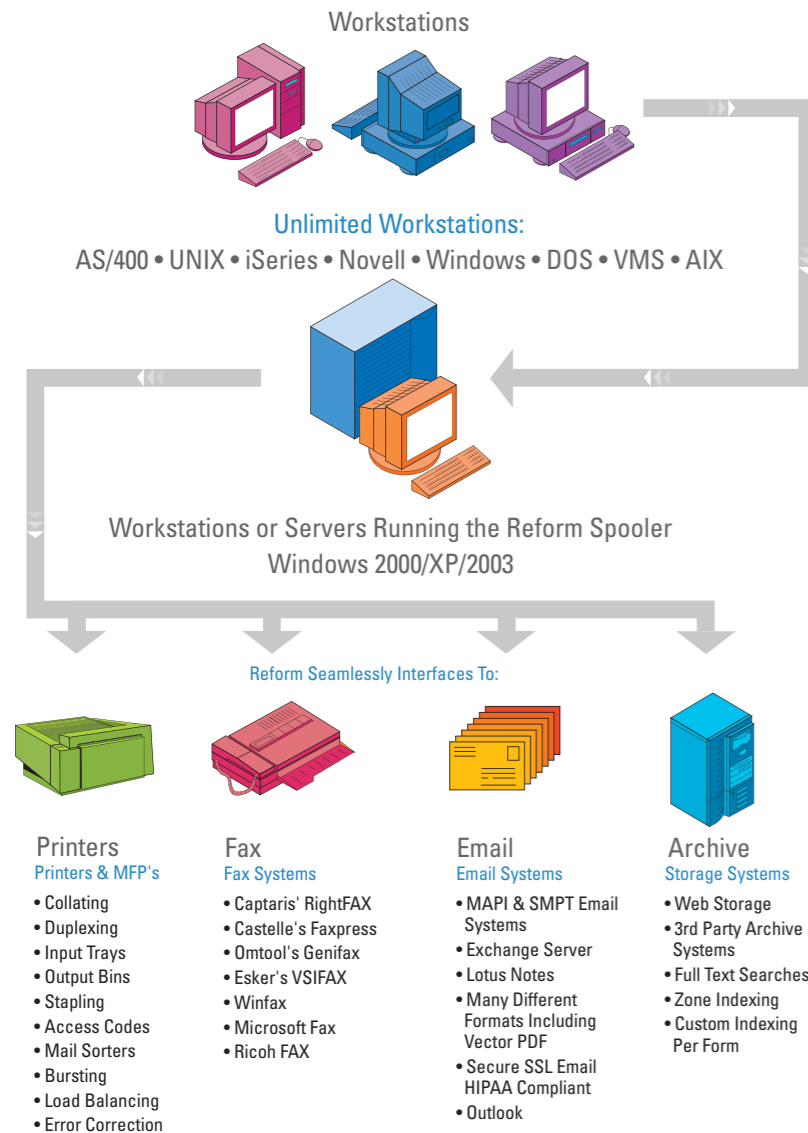


Reform

YOUR E-FORM SOLUTION



Efficiency

CRUCIAL FACTOR TO THE SUCCESS OF AN ORGANIZATION

Efficient document management is crucial to the success of an organization. Currently 80 – 90% of corporate information resides on paper documents, and organizations spend as much as 50% of their time searching for those documents. Reform offers a complete intelligent solution that places document management within reach of all users, regardless of location.

// Reform allows you to electronically route printed documents to printers, fax, email and archive systems. //

When a document is converted to an electronic format, it becomes a valuable strategic resource. Reform's document management system allows you to electronically route printed documents to printers, fax, email and archive systems while retaining a professional look and feel.

Cost Saving

There is tremendous value in distributing and storing documents electronically. Once paper documents are converted into electronic files, they can be delivered anywhere; and when indexed properly, are virtually impossible to lose.

According to industry analysts:

- 90% of corporate information exists on paper.
- Employees spend more of their time finding a document than using the information on it.
- 7.5% of all documents get lost; 3% of the remainder get misfiled.
- Companies spend approximately \$20 in labor to file a document, \$120 in labor to locate a misfiled document, and \$220 in labor to reproduce a lost document.

Product Configurations

Reform is available in the following optimized configurations:

Reform Standard

- Windows Printer Drivers
- Grapical Form Designer
- Manual Fxing
- Printer Bin Control
- Processing Spooler Engine
- Windows Font Selection
- Security Editing & Printing

Reform Enterprise

(includes all of the features of Reform Standard plus the following)

- Print output to any number of devices
- Load Balancing
- Rules Based Routing
- Bar Coding
- Form Linking
- Image Linking
- Automated and bulk faxing
- Cross Reference Database
- MICR Check Printing
- Duplex Printing
- E-mail (SMTP & MAPI)
- Archiving
- Advanced Scripting
- Save To File

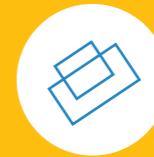
Product Categories

- Rules Based Routing: Intelligently determining the best location and device to process the document.
- Host Printing: Accepting the print stream from one computer or main frame.
- User Printing: Accepting the print stream from any user's computer.
- Load Balancing: Spreading the document to multiple devices for the best through put and redundancy.

Reform

YOUR E-FORM SOLUTION

Printers



Fax



Email



Archive



Efficient Document Management



“Reform software works seamlessly with all accounting and form systems, as well as printers, faxes, emails and archive systems.”

Document Management

THE ONE CLICK PRINTING SOLUTION

FORM ENHANCEMENT

Reform will enhance the look of all documents. Reform can add a pre-printed form look to any print job as well as bar codes, colors, line objects, graphics and green bar. Enhancing a form has never been easier when using the included form designer. The designer uses a “what you see is what you get” approach through drag and drop functions; no programming is required.

DISTRIBUTION

Reform uses document management functions for printing, faxing, emailing and archiving. Reform is easy to setup and is transparent to the user. The user will print to the Reform printer driver instead of their typical printer and let Reform do the rest. Reform will extract the important information such as fax number and email address from the users print job and automatically deliver the print job to the destination. Users will never have to type in another fax number or email address again. Reform includes many different and seamless capture utilities for all operating systems. A single print job can be sent to unlimited output devices; for example, a purchase order can be routed to an MFP, Printer, Fax and an archive system.

COMMON FORM TYPES:

- Checks, with MICR fonts and built-in security.
- Invoices, Purchase Orders, Receipts, etc.
- Labels, including all Avery formats and bar-coding.
- All Government Forms.
- General Ledger typeforms.
- Green Bar.

Before

| | | |
|------------------------------------------------------------------------------|------------|------|
| Invoice | Invoice # | 0274 |
| Invoice # | 0274 | |
| P.O. # | 8921 | |
| Date | 03/02/2002 | |
| Bill To: Susan Smith Designs, 555 North Airport Blvd., Park Valley, FL 32751 | | |
| Ship To: Susan Smith Designs, 555 North Airport Blvd., Park Valley, FL 32751 | | |
| Tax: 04/02/97 03/01/97 03 | | |
| Item Number Qty Desc Unit Price | | |
| 1010 4.0 1.0 15.50 | | |
| Engraved Pens 3.0 46.50 | | |
| 1012 2.0 0.0 12.95 | | |
| Charm Bracelets 2.0 25.90 | | |
| Subtotal: 870.40 | | |
| Tax: 64.34 | | |
| Total: 934.74 | | |

After

| | | | |
|------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------|--------------------|
| Invoice | | INK, INC. | |
| Invoice # | 0274 | 234 East 57th St. | New York, NY 10022 |
| P.O. # | 8921 | | |
| Date | 02/05/2002 | | |
| Bill To: Susan Smith Designs, 555 North Airport Blvd., Park Valley, FL 32751 | | Ship To: Susan Smith Designs, 555 North Airport Blvd., Park Valley, FL 32751 | |
| Tax: 04/02/97 03/01/97 John | | | |
| Item Description Barcode Qty Unit Price | | | |
| Engraved Pens | 3 | 15.50 | 46.50 |
| Charm Bracelets | 2 | 12.95 | 25.90 |
| Subtotal: | | | 72.40 |
| Tax: | | | 4.34 |
| Total: | | | 76.74 |

Benefits

BENEFITS TO AN ORGANIZATION

1. COMPLETE TURNKEY DOCUMENT MANAGEMENT SYSTEMS

Reform provides a simple solution for efficient management of your information processing. Within a few hours your forms and other printed formats will be ready and available to be automatically printed, faxed, emailed and archived.

2. COST SAVINGS

Reduce employee time by automating document management and routing documents around the office and around the world. Save on postage by delivering documents electronically via fax or email. Replace expensive pre-printed forms with plain paper. Even checks and bar-code labels can be replaced with plain paper.

3. AUTOMATICALLY SEND FAXES & EMAILS

With Reform, you can send faxes and emails automatically from your application without typing in the destination information. Reform will also coordinate large queries by separating documents by fax number or email address.



Reform will enhance the look of all your documents.

4. DECREASE HUMAN FILING MISTAKES

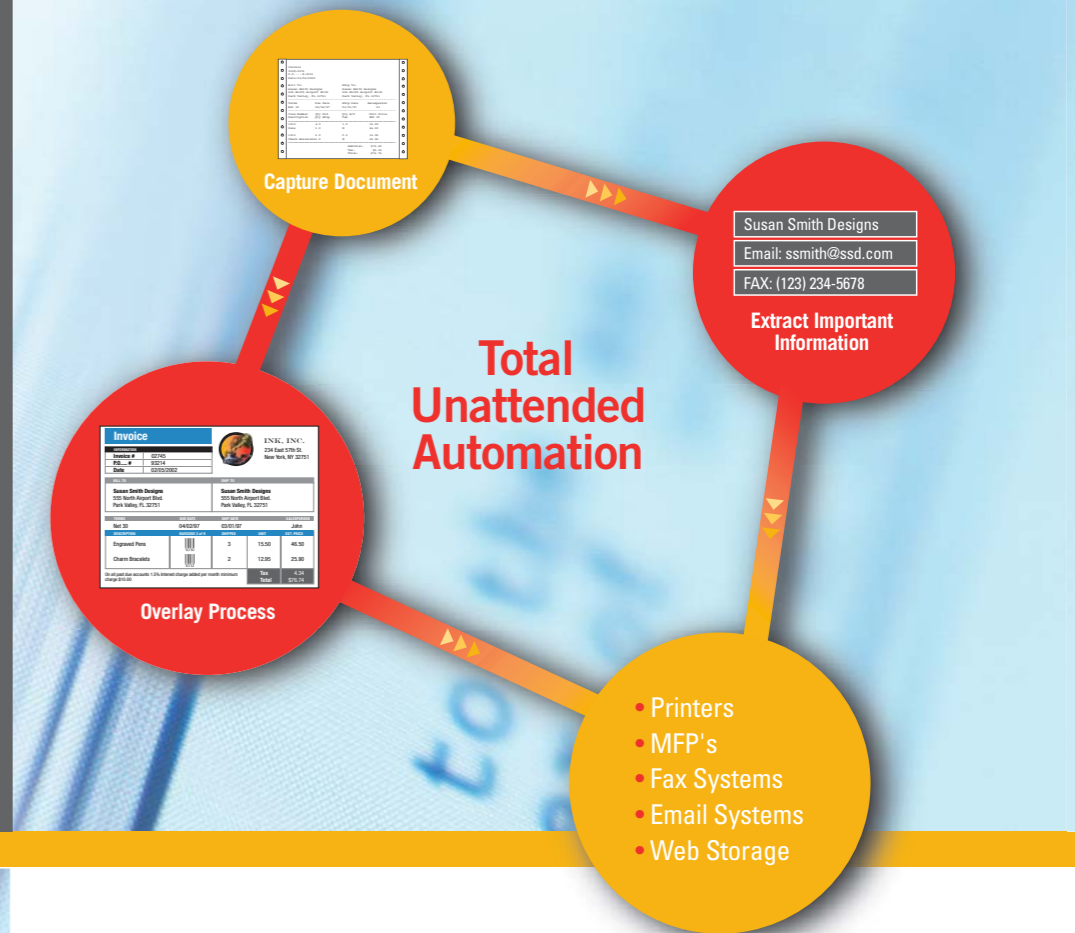
Organizations can literally spend days trying to locate misfiled documents, which could be detrimental to the business. Reform can make locating the correct documents a simple process. The search function allows you to find specific information within multiple electronic documents from the desktop.

5. INCREASE ACCESS TO CURRENT INFORMATION

Documents can also be shared with other employees on the network, thus allowing them to route and process documents more efficiently.

6. SITE STORAGE PROTECTION

Archived documents are easily copied and stored off-site so that important information cannot get lost, stolen or damaged.



Compatibility

THE ONE CLICK PRINTING SOLUTION



PRINTING

Reform has been fully tested with all major printers and MFPs at full engine speed. Reform will control all finishing features, such as bin and tray selections, duplexing, collating, stapling, bursting, mail sorters and access codes (for added security). Reform will connect in seconds to any MFP with just a few mouse clicks.



SENDING FAXES

Reform interfaces with most major fax systems by making a seamless connection to the fax server. Faxing becomes a one click operation, while Reform does the rest. Reform automatically retrieves important fax information from the print job or database and automatically generates a cover page. Since fax traceability and security is critical for an organization, the sender will receive notification on the status. Reform will also handle burst faxing; the ability to automatically distribute one print job to many different destinations.



SENDING EMAILS

Reform interfaces with most major email systems. Email becomes a one click operation, while Reform does the rest. Reform automatically retrieves important email information from the print job or database. Reform will also handle burst emailing; one print job can be automatically distributed to many different email destinations.

Emails can be sent via many different formats, such as PDF, GIF, JPEG, PCX, TIFF and BMP. Reform can deliver emails by MAPI or SMTP standards.



ARCHIVAL STORAGE

Reform archives forms by creating a detailed index and a digital copy that allows for simple end-user retrieval through any web browser. Many solutions are available. To find out more information about archive storage, contact your Reform sales representative.