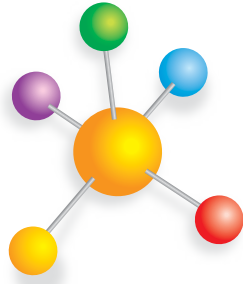


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## Streamline your rental management process

### Introducing Office Edition

How's business? Great. How's business this time next year? Or in five years? Keeping your company growing and moving in the right direction isn't easy; it needs the careful balance of calculated risk, hands-on management and effective support.

That's where Office Edition comes in. Our most popular, market-leading product can not only help you run your business better, but we pretty much guarantee you'll wonder how you managed without it.



### What is it?

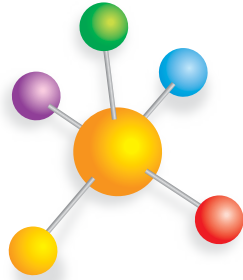
The most popular rental management software package, Office Edition helps hundreds of businesses in the UK and around the world run more smoothly and cost effectively. It does everything you need it to and more, allowing you to concentrate on what you do best: running your business. What's more, our friendly experts will come round, install it, get you up to speed and then give you support for as long as you need it.

### Who's it for?

Office Edition is perfect for small to medium sized rental businesses with up to 60 users, perhaps with more than one site.

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## 1. Value for money

We made this package for you and for the specific needs of your business. We're confident it's the best of its type you can buy, and our clients around the world would agree. We'll set it up for you and then provide contracted support. We'll also provide you with any new updates or modifications we develop.

## 2. Easy to use

You wouldn't learn to drive by reading a book and we believe it's the same for software. We'll provide you with a dedicated project manager who'll work with you and your staff to help you get to grips with it. They'll get to know you and your company, install the system and show you how to get the most from it. Then, they'll stay with you as part of your comprehensive support contract. But we think you'll pick it up in no time - we've made it very familiar and intuitively simple. If you can use a PC, you can easily use Office Edition.

## 3. The right choice

We want you to feel confident that you'll get a return on your investment. And you will, because this isn't a generic product that any old software company will try to sell you; it was designed by us for the rental management market and businesses just like yours. You see, no two companies have exactly the same needs, which is why we'll work with you to create something that's perfect for your needs. We also want you to feel like you can talk to us. Any time you want, don't be afraid to ask anything. We might sell software, but we're really all about people.



Packed full of easy-to-use features, Office Edition gives you everything you need to help run your business better...

### User-friendly navigation

- Built on Microsoft Windows technology and SQL database
- Comprehensive yet simple to use
- Instant access to all information using drill-down functionality
- Multi task with several windows open at once
- Accompanied with full electronic reference manual and web-based knowledge centre
- Direct document and report email functionality
- Find information with ease using multicriteria searching
- Customisable views to individual user needs

### Stock and asset management

- Easily and efficiently controls your stock levels
- Manages advanced bookings with ease by forward planning equipment availability
- Gives unavailable equipment warnings
- Supports depot transfers
- Features special invoicing for damage repairs
- Provides enhanced customer discount structures
- Item service schedules and maintenance plans
- Charge by meter readings and predictive meter readings
- Hire and sale items can be grouped at various levels for crystal clear stock views, enquiries and reporting
- Update stock information including rates and pricing en-mass in one easy simple operation
- Advanced stock-take functionality
- Move sale stock to hire fleet automatically
- Test certificates and production routines with reminders
- Photos can be held against items for identification purposes as well as documents such as spare part drawings

### Hire contract processing

- Helps you easily create the documents you need: hire contract, off-hire receipt, purchase order, exchange note, credit note or invoice, and email them direct from your PC
- Creates multiple continuous invoices for longer-term hire periods

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- Cuts down on massive amounts of paperwork and makes admin easy
- Estimate creation and conversion to hire contract
- Easy invoice generation and posting process
- Flexible rate calculations and charging engine
- Sales person details can be printed on documentation to add a personal touch
- Delivery addresses with contact names and telephone numbers can be stored and retrieved with ease for every contract and customer
- Track delivery costs per vehicle and charge by distance, zones or job price
- Item damage and loss management including customer letter creation and subsequent invoices
- Cash hire management - full transaction history by customer
- Calculates operated plant charges including overtime from time sheet entry as well as hourly cost analysis
- Allows non-chargeable periods such as public holidays by utilising calendars and suspensions

## Fast on-hire / off-hire

- Speedy, couple of clicks on-hire / off-hire feature
- Multi stage enhanced off-hire facility including partial off-hires

## Sales ordering processing

- Easy creation and conversion to sales orders
- Special quantity discount and customer prices
- Stock allocation functionality
- Quick cash sale routine with barcode functionality enabled

## Purchase order processing

- Comprehensive POP system including automatic stock and fixed asset creation
- Automated stock reorder process as stock falls below a pre-defined reorder level
- Controls partial delivery and partial invoice received
- Supplier pricing allows multiple suppliers to be recorded against an item with order details including price, lead time and minimum order levels

## Accounts and money

- Seamlessly links into Sage, Quickbooks, MYOB and so many other popular accounting solutions
- Live integration into your accounting solution ensures notification of any customer issues whether on stop or over credit limit
- Tracks till activity, cashes up and calculates deposits and refunds
- Consolidated invoicing; one invoice per month, per customer
- Cash-hire management
- Reprint copy invoices with ease
- Comprehensive Fixed-Asset Register
- Handles foreign currency
- Probably the simplest month-end procedures you're ever likely to find
- Preview invoice runs allow you to view what will be invoiced before actually creating the final invoices -cutting out costly mistakes

## Reporting and management information

- Over 90 operational, financial and business reports
- 360-degree reports: analyse business data from every angle
- Provides vital insight into your business and helps you plan for the future
- Easily export information to Excel and Word
- Email documents and reports directly from within inspHire
- Security allows you to define who can see which reports
- Create your own reports using Crystal Report writer

## Smart views

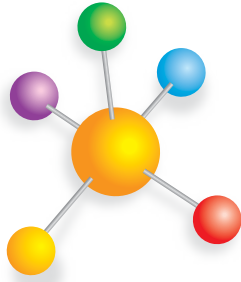
- Create your own dynamic and interactive reports with easy drill through functionality

## Additional modules

As your business grows, so will Office Edition. We've created a range of extra inspHire modules that you simply add on. These include:

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## inspHire WebPortal

Streamline your business and improve customer communications online 24/7.

- View equipment catalogues
- Empower your customer to get the information they want themselves and reduce your admin costs

## Workshop

Complete management and control for all aspects of service, repairs and maintenance.

- Internal and customer repairs
- Service scheduling - allocating servicing costs
- Allocation of labour and parts
- Invoice creation
- Back-to-back ordering for spare parts

## Mobile Working

Utilising mobile phone technology in conjunction with pocket PC's to advise drivers of new jobs, confirm deliveries and collections and signature capture. Captures information in real time feeding back to your main inspHire system. Includes photo capabilities for damaged items.

## Bar-Coding / RFID

Allows speedy allocation of items to hire and sales contracts.

- Contract enquiry
- Stock take functionality
- Automatically add items to contract
- Quick stock picking and allocation

## CRM (Customer Relationship Management)

Maximise your business opportunities with inspHire CRM.

- Proactively manage your customer needs
- Monitor customer requirements
- Identify high-margin leads and high value customers
- Track all sales & marketing activities

## The next level

You're not standing still, and neither are we. As your company grows, our software expands too, giving you the large-scale capabilities you need to do big business. Designed for up to 1000 users, inspHire Corporate Edition features multicurrency, multilingual and multinational operational deployment and brings you all the extras you'll need to take your business onwards and upwards.

