



# Archive Accounting Books and Reports

## Tired of printing end-of-month accounting books?

We have developed a program that will electronically archive your books in minutes.

The archived books are saved on a PC or server so that they can easily be recalled and reviewed.

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### Save time

Printing accounting books on paper can take many hours. The printer may jamb, the ribbon may break. Someone has to bind the books after they're printed. Our Archive Accounting Books program takes only 15 minutes each month.

### Portable Document Format (PDF)

All files are stored as PDF files that can be read on any PC. There are no proprietary file formats that lock you into a specific program. A PDF reader such as Adobe Reader™ can be used to display and search the books for entries. Files can even be emailed to your accounting firm.

### Secure

All books are stored as PDF files which cannot be altered after they are archived. Files are copied to a secure primary and backup location and can also be copied to a CD for permanent storage offsite.

### Eliminate paper and regain storage space

Paper-based accounting books consume several thousand pages of paper each month-end and must be stored locally, often using up valuable storage space. Our program will eliminate this paper waste and over time allow you to regain your storage.

***Free up valuable time and space - get this program today!***

### Additional benefits:

1. Annual subscription fee with no contracts to sign.
2. Costs about the same as paper and supplies.
3. Can eliminate the need for a dot matrix printer.
4. No need to rely on your DMS provider for archiving your books.
5. Freedom to access, email, transfer, and store files to suit your needs.

For more information on this program or other products and services we offer please contact:

**[perry.stackelberg@dmspro.net](mailto:perry.stackelberg@dmspro.net)**

# Archive Accounting Books

## Files are archived in two locations of your choice:

1. A primary location such as the Controller's PC or a secure shared server.
2. A secondary backup location. This could be an external hard drive or a USB drive that can be stored offsite for safekeeping. Files can also be copied to CD for permanent storage at year end.

***An entire year's books can easily be stored on one CD or 1 GB USB drive.***



## What does it cost to print your books each month? You do the math:

1. Paper	_____ @ \$40 per box	= _____
2. Printer ribbon	_____ @ \$80	= _____
3. Binders	_____ @ \$7 each	= _____
4. Labour to print, bind and store the books	_____ @ \$20 per hr	= _____
5. Monthly hardware support for line printer	_____ @ 100	= _____
<b>Total Cost</b>		= _____

*"For the past 8 years we have been printing and storing our month-end books. They printed for about 8 hours and then we spent another hour binding them. Some months the printer jammed so we had to reprint certain journals or schedules.*

*A few months ago Perry offered us a program that would download and store all the books on my PC, as PDF files. I can now complete my month-end "printing" in just 15 minutes—without touching one piece of paper! A copy of the books goes on a USB drive, which my office staff can use if they need to find an entry."*

***Controller, Wellington Motors***

## **ARCHIVE ACCOUNTING BOOKS**

### **PRICING:**

**One time setup and installation: \$749**

**Subscription: \$149<sup>1</sup> per month**

<sup>1</sup>With 12 months prepaid.

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