# WITH PROTRAC YOU CAN E- MAIL or PRINT an INVOICE

The invoice can be a plain paper invoice or an ELECTONIC FORM

Invoicing in today's environment requires that we give our customers OPTIONS. The OPTIONS with ProTrac Invoicing is that the Invoice can be:

- PRINTED AND MAILED
- E MAILED DIRECTLY FROM PROTRAC
- Printed and Emailed or Faxed

The form that is used can be:

- PLAIN PAPER
- ELECTRONIC
- A MULTI-PART FORM

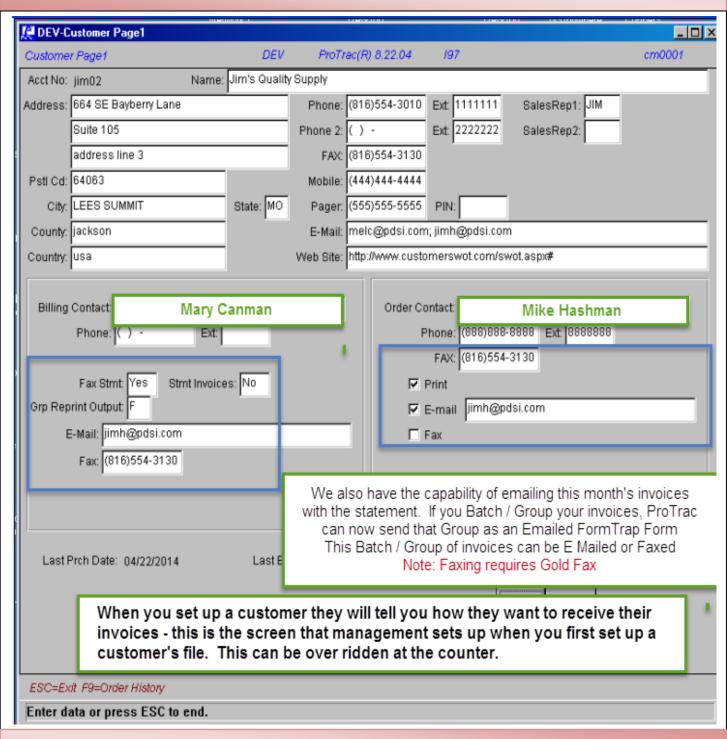
Once you go with electronic forms, there are no more invoice forms to buy or store

Mel Carney Professional Data Systems, Inc. 5/1/2014



### WITH PROTRAC YOU CAN E- MAIL - FAX - or PRINT an INVOICE

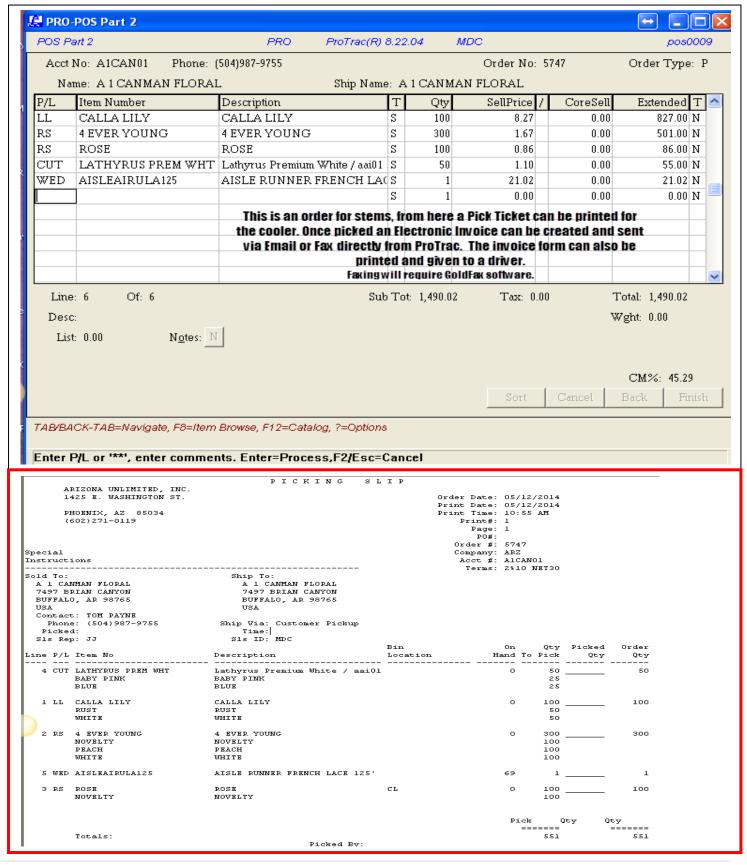
Emailing or Faxing your invoice forms out of ProTrac just became automatic. When setting up the customer, you find out how they want to receive their invoices and tell ProTrac on this screen



The Customer has been set up for Emailing and Printing their Invoice. The printed copy can be sent with the driver for delivery and an original invoice can be e mailed directly out of ProTrac. The next page has an order and a Picking Ticket.

2 | Page

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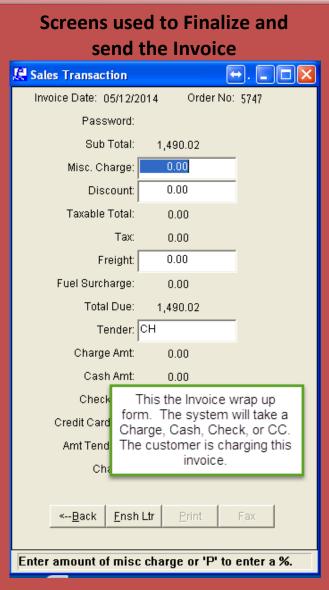


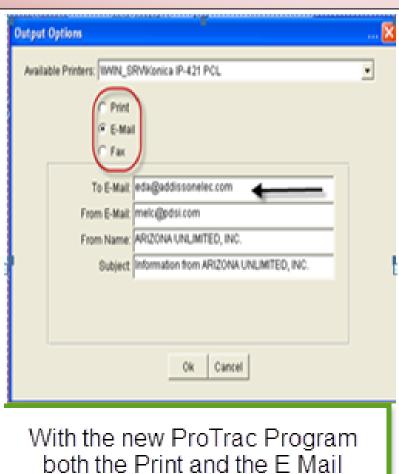
3 | Page

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When the pick ticket is completed it is given to an accounting person to review and to create an invoice.

With ProTrac you can print a original invoice for delivery and send a E Mail directly to the florist. This can be done at the same time. If you wait and email later, the invoice will indicate that this is a REPRINT of the Original Invoice.





would be done at the same time.

as that is the instructions in the Customer record

ter amount of misc charge or 'P' to enter a %.

as that is the instructions in the Customer record

When you tell ProTrac to print – ProTrac will already know that you want to Print and Email or Fax the invoice to the customer. You would set that up in the customer's profile screen, Page 2 of this document. The invoice on the next page will be Printed and or E mailed/ Faxed as a PDF and with your logo, it will look very sharp. Mel Carney

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Most Cut Flower Wholesalers send the invoice with the driver. Now you can send the invoice with the driver and E MAIL a copy of the invoice to the company. This is to ensure that the invoice is received so it can be paid.

# We are also adding the ability to E Mail Print or Fax Statements

Give us a call and we will send out a quote for you that will include all of the new features that we have added to our Electronic Forms Package.

Mel Carney