



Mail-Shop Direct Mail Management

Every business has unique requirements; but one thing remains constant - the quality of your business decisions is dependent on the quality and accessibility of your information.

- ✓ Enter the Job
- ✓ Manage the Work
- ✓ Invoice the Client
- ✓ Enjoy the Weekend

Why Mail-Shop™?

Mail-Shop™ is the leading Direct Mail Order Management System. It assists mail services providers in quickly implementing as solution for Estimating, Order Management, Production Management, Inventory, Job-Cost Analysis, Invoicing, and Integration with leading Accounting and Print Packages.

Mail-Shop™ is an open system that provides your company with maximum flexibility for customizing the application to meet your business needs. Moreover, this flexibility has provided our customers with the ability to begin entering estimates and orders within days of completing the onsite implementation and training.

Our commitment to you

Virtual Systems believes in "owning our own success". This means we work in stride with your team to ensure the program has been tailored to meet your needs. We consider the implementation complete when you have signed off on a comprehensive list of questions demonstrating that you are "live" on the system.

Key Features

Estimating and Order Management

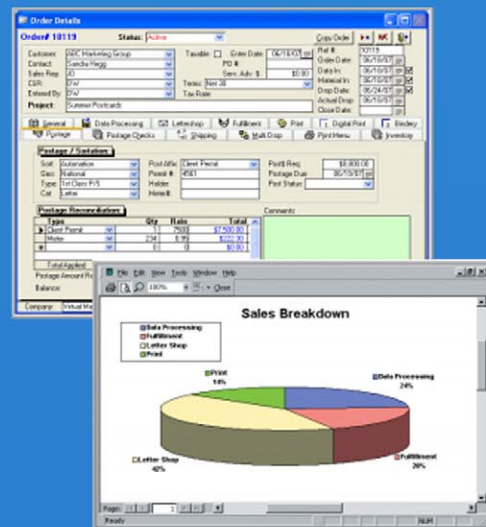
- Generate mail estimates and orders in less than 5 minutes
- Email estimates to customers as pdf
- Copy previous estimates and orders for repeat jobs

Key Benefits of using Mail-Shop™

Odds are, we have already dealt with the issues your company is facing today. The Mail-Shop™ program is running in over 250 companies. You can instantly be running your mail operation with the vast knowledge we have acquired over the last eleven years.

Companies using Mail-Shop™ see significant improvements in the following areas:

- Redundant data entry on work orders
- Poor mail production planning
- Lack of mail pricing standards
- Lost inventory
- Manual postage tracking
- Slow turnaround on invoices
- Inaccurate profitability reporting
- Online client access to postage, job status, and inventory





Estimating and Order Management (cont.)

- Pricing wizards guide you through step-by-step pricing for each job
- Estimate postage from USPS rates table
- Create work orders directly from an estimate
- View current status on your jobs

Profitability Analysis / Shop Floor

- Employee scan In and Out of each task
- View your profitability on each job
- Analyze production by employee, department, supervisor, etc.
- Integrated time clock system
- Export timesheets for your payroll service

Barcode Inventory

- System includes palm barcode scanner
- Print bar-coded labels for warehouse locations
- Receive inventory balances
- Generate accurate inventory reports for your customers

Billing and Postage Reconciliation

- Import postage statement data
- Reconcile postage by job
- Print invoices directly from Mail-Shop™ and post to your accounting system
- Mail-Shop™ links into all major accounting systems

	Intro Pkg	Standard Pkg
Standard Features		
Estimating/Order Management/Billing	■	■
Inventory Management	■	■
Purchase Orders/Vendors	■	■
Scheduling	■	■
CRM/Contact Management	■	■
Job Board	■	■
Link to your Accounting System	■	■
Job Costing - Basic	■	■
1 to 10 Users	■	■
Postage Accounting/Postage Inventory		■
Job Costing - Advanced		■
Multiple Packages/Versions per job		■
Link files to Job		■
10 to Unlimited Users		■
Additional Department Tab		■
WindowBook Integration		■
High Speed SQL Database for Search / Sort		■
Add On Modules		
Barcode Inventory (Palm Inventory)	■	■
Online Customer Module	■	■
Barcode Shop Floor Data Collection		■
Print Estimating Module		■
Printer Partner Module		■
3PF Manager Fulfillment Module		■
Add'l User Licenses (10 pack)		■



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