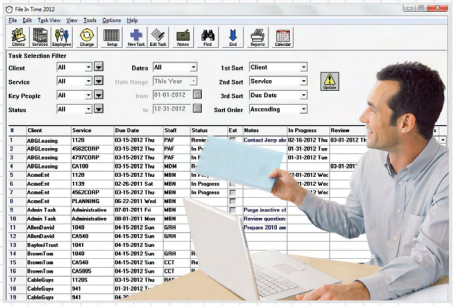
TimeValue Software™

File In Time™

Due Date Tracking and
Task Management Software



NEW USER ORDER FORM

Easily and Efficiently Track All Due Dates and Manage Every Task

Keeping track of all the time-sensitive jobs, staff workloads, and filing dates in your office can be overwhelming to manage. Index cards, calendars, tax software, and spreadsheets can be incomplete, disorganized, and ineffective. TimeValue Software™ File In Time™ due date tracking and task management software is guaranteed to make your task tracking easier and help your firm run more smoothly. You'll easily see the progress of your office workflow and rest assured that no deadlines will go unmet.

What File In Time due date tracking and task management software can do for you

File In Time software is perfect for CPA firms, tax practices, corporate tax departments, or any business with extensive filing requirements. It is the easy way to track all your filings and projects. You will always stay on top of your workload and due dates.

Designed for your business

- Manage your workload
- Save time and increase staff efficiency
- Improve record keeping
- Easily create and print workload reports

The workload management standard

File In Time software gives you a custom view of your workload. Tasks can be quickly filtered and sorted for a quick glance or a detailed picture of your due dates. As your workflow progresses, you can instantly roll-forward completed tasks or extend tasks which have extensions or new due dates. Print quick workload reports at any time to keep you and your staff on schedule.

File In Time Software Order Form

TIMEVALUE software

Name _____

Company _____

Title _____ Industry _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Payment Options (check one):

❑ Visa ❑ MC ❑ Amex ❑ Discover ❑ Check ❑ Invoice me

Account # _____ Exp Date _____

Signature _____

To order TimeValue Software products, complete this order form and return today!

All products are backed by a one year money-back guarantee and unlimited product support for the first year.

		List Price		Amount
Select Number of Users				
Single-user Edition		$299	=	$ _____
Additional Users				
Quantity _____	x	$99	=	$ _____
			Sales Tax 8.00% (CA Only)**	$ _____
❑ Digital Download with PDF User's Guide				FREE
❑ CD and Printed User's Guide (Shipping $8)				$ _____
			Total	$ _____

** Sales tax not applicable for download only orders.

The first year of maintenance is included in the initial purchase price. Annual maintenance fee for single-user edition is $100. Add $25 per additional user.

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TIMEVALUE software

Time saving features

- Over 25 standard reports automatically update each time you print
- Instantly roll-forward completed tasks to create your due date list for the next period/year
- Accurately extend tasks with built-in extension dates
- Easily filter clients and tasks by multiple criteria
- Create custom, recurring or one-time services such as audit requirements, sales tax, financials, meetings, and many more
- Create and change multiple tasks in batches
- Print instant extension forms and automatically extend the due date
- Print quick workload reports directly from your main window or generate formatted pre-defined reports
- Set-up an auto reminder for tasks due today, this week, or this month
- Give special permissions to specific users (as needed)

Save time and increase staff efficiency

- Filter tasks by due date or status to show only the relevant jobs
- Assign tasks and due dates to various staff levels
- Automatically keep a record of the progress made on each task (e.g., date received and date mailed) and track up to 40 status fields
- Generate highly targeted management reports in seconds
- Maintain historical data for quick access or export to Excel for easy archiving

System Requirements:

- Supports Windows XP and above (including Windows 7), and Windows Server 2008, 2003, and Terminal Services
- Terminal Services and Citrix are being used successfully by TimeValue Software customers with no known issues in this environment
- At least 40MB RAM and 20MB disk space

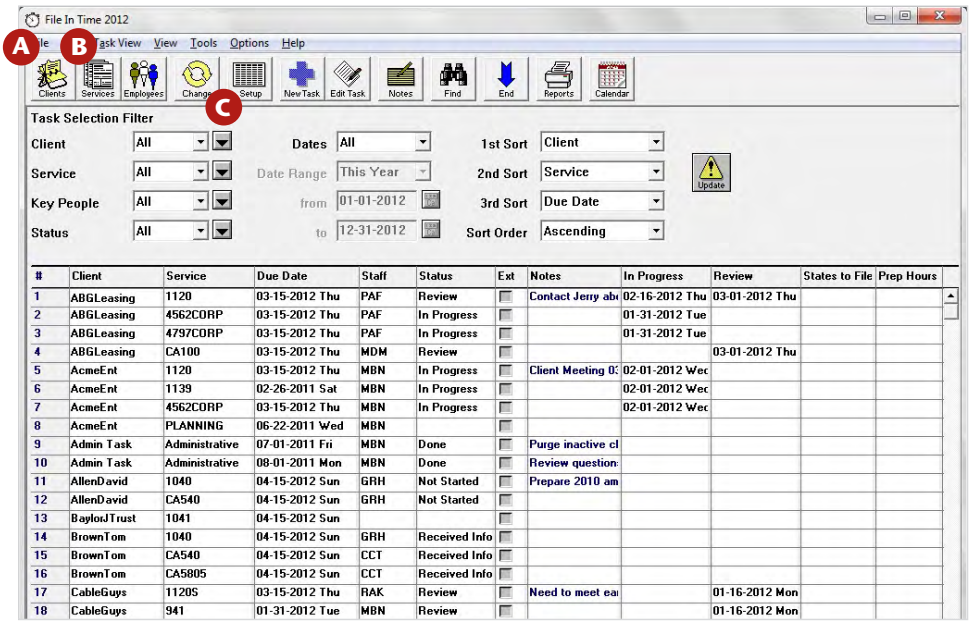
Get started quickly and easily with File In Time due date tracking and task management software

A. Clients: Import client information from other software to accelerate setup.

B. Services: Dates for nearly 200 federal and state income tax returns are built in. You can also create your own custom services.

C. Setup: Choose the status events you need to display for targeted information. Generate quick workload reports directly from this view.

D. Comprehensive task reports are just a click away and easy to print.

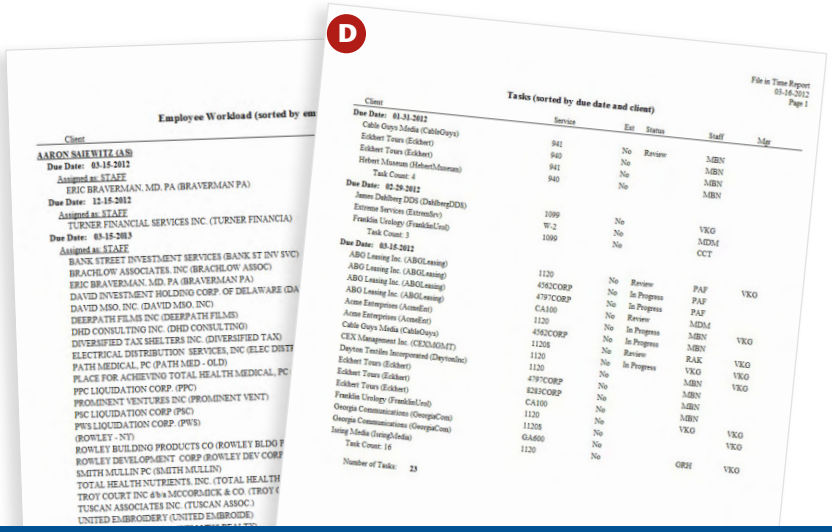


"File In Time software allows us to work more efficiently and also allows us to see if another preparer is struggling and needs help."

– M. Butts, CPA

"I would not try to tackle what I do without File In Time. I recommend it to all my colleagues!"

– H. Widner, CPA



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