

www.preferred-office.com

WELCOME PACKET



PREFERRED
OFFICE TECHNOLOGIES



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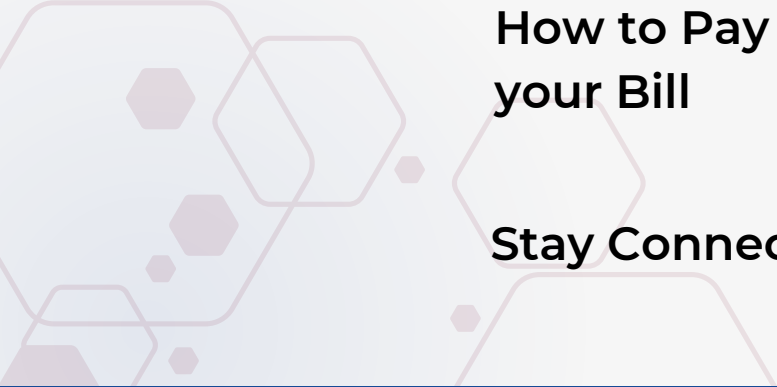
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THANK YOU FOR CHOOSING PREFERRED



On behalf of our entire team, it is our honor to personally thank you for considering Preferred Office Technologies for your growing technology needs. Much like your company, ours was founded by an individual with a vision. Now in our third generation of family ownership, we are proud to carry the torch to ensure our Grandfather's vision to provide our clients with quality service, matched with best-of-breed technology.

Founded in 1968, Preferred Office Technologies has guided our clients through record inflation, the dawn of the digital age, the wireless age, and the worst economic event since the Great Depression. Through it all, we remained focused on the ever-changing needs of our clients. As a result, today we proudly offer one of the most comprehensive suite of technology products and services to be offered by a local, family-owned company.

Your business is changing, and so is ours. As a result, we are consistently evaluating our services to provide you the most beneficial solutions possible. Please find the following material included to reference the many other offerings we can provide. We are excited about our new partnership with you and we look forward to the opportunity to grow with your business!

If we may be of help to you, please do not hesitate to contact us at (479) 782-7991 or through email at connect@preferred-office.com.

Alan Dickinson
President
Preferred Office Technologies

HOW TO SUBMIT A SUPPORT TICKET

Managed IT/Software Support:

Email us at: helpdesk@preferred-office.com

VoIP Support:

Email us at: popservice@preferred-office.com

Printer/Copier Support:

Email us at: popservice@preferred-office.com

PROSCAN Support:

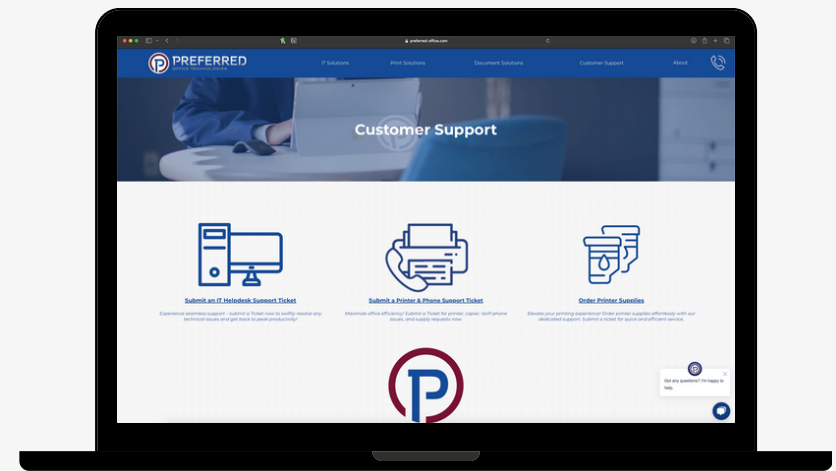
Email us at: connect@preferred-office.com

Account Services Support:

Email us at: connect@preferred-office.com



*Submit Ticket Via Website:
Scan Our QR code or Visit Us at
preferred-office.com/customersupport*



*If you are in need of immediate service please call our office at
479-782-7991 or email us at connect@preferred-office.com*

IT SOLUTIONS

Email: connect@preferred-office.com

What We Do:

We offer a range of robust IT Solutions to empower your business. We specialize in enhancing your IT infrastructure to ensure smooth and secure operations, helping you stay focused on what matters most: **your business success.**

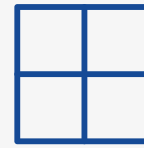
What We Offer:



IT Management



Computer & Network
Hardware



Microsoft 365
Management



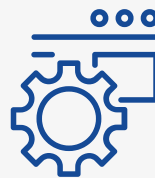
Disaster Recovery



Co-Managed IT



VoIP Phone Systems



Technology Assessment



Cloud Computing



Cyber Security

PRINT SOLUTIONS

Email: connect@preferred-office.com

What We Do:

We provide tailored Print Solutions to enhance your printing operations and boost efficiency. Our deep knowledge and experience ensure that your printing needs are met, resulting in **cost savings** and **improved productivity** for your business.

What We Offer:



Production Printing



Multi-Function Printing



Wide Format Printing



Printer Supplies



Managed Print Assessment



Off-Line Products

DOCUMENT SOLUTIONS

Email: connect@preferred-office.com

What We Do:

The typical office operates multiple recurring workflow processes such as inventory management, accounts payable, sales, work orders, and human resources, which are often hindered by **paper-based systems**. Our workflow consulting team collaborates with your staff to analyze, convert, automate, and unify your workflows. This enhances efficiency by **promoting transparency, accountability, standardization, and centralization in your daily operations**.

What We Offer:



Commercial Scanning



Scanning Hardware



Contract Management



Employee Onboarding



Scanning Assessment



Digital Forms



Accounts Payable Processes



Business Process Automation



Full Text Search and Retrieval




Enterprise Content Management



Granular Document Security

HOW TO PAY YOUR BILL

This Is Your Invoice:

INVOICE									
		Invoice Number: IN 12345 Invoice Date: 5/20/2021 Account Number: AM01 Balance Due: \$110.00							
Bill To: Your Company Name PO Box Address, NWA Arkansas					Ship To: Your Company Name PO Box Address, NWA Arkansas				
Sales Order No.	P. O. Number	Ship Method	Payment Terms		Payment Due				
		Bill	30 Days		6/19/2021				
Remarks					Sales Person				
Item No.	Description	Serial No.	Order	Ship	QTY	UNIT	Price	Disc.	Amount
Marketing Services	Halfyear in website with added media and copy.		1.0	1.0	1.0	Each	\$100.00		\$100.00
Please mail to: PO Box 1621 Fort Smith, AR 72902-1621 479-782-7991									Subtotal \$100.00 Discount \$0.00 Freight \$0.00 Sales Tax \$10.00 Invoice Total \$110.00 Balance Due \$110.00
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Auto Billing Setup/Setup Paperless Billing

Contact: Accounts Receivable
479-782-7991
AR@preferred-office.com

Pay By Check

Make checks payable to:
Preferred Office Technologies

Address:
Preferred Office Technologies
PO Box 1621, Fort Smith, AR 72902

Pay By Phone

Contact: Accounts Receivable
479-782-7991
AR@preferred-office.com

Pay Online

Contact: Orders Clerk
479-782-7991
orders@preferred-office.com
(see next page for more info)

HOW TO SETUP PORTAL LOGIN

From your online account you can:

- Review open and closed service tickets
- Set up online payments
- Review Invoices
- Place orders for supplies
- Access Remote Support

**For assistance, please contact
orders@preferred-office.com**

- Visit ***einfo.preferred-office.com***
- If you do not have an online account set up, please select: "New User? Sign Up Now"
- If you do not know your "company number", please email orders@preferred-office.com
- Choose a user name
- Choose a password

STAY CONNECTED

Sign up for our newsletter on our website and receive the most up-to-date information on:

- Events
- Business solutions
- Managed IT
- Cyber security
- Document Scanning
- VoIP
- Document Management



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@wearepreferred



@preferred_office_technologies



Preferred Office Technologies Est. 1968