



Reform[®]

STREAMLINE DOCUMENT WORKFLOW

Legal

INDUSTRY CHALLENGES

In the Legal industry, it is vital that document communication occurs freely between clients, other associates and firms. Documents are not only crucial to cases, but they are also time sensitive and must be kept confidential. Ensuring that paperwork is being managed efficiently is extremely challenging and requires time which law firms cannot afford to lose. FabSoft offers a variety of solutions that can efficiently streamline workflow and improve productivity for any organization in the legal industry.

INDUSTRY SOLUTIONS

- Effortless form management
- Easy management of documents requiring notes or signatures
- Transparent document approval processes
- Simple electronic distribution and bates stamping of hard copy documents
- On demand form filling, printing and archiving
- Hands off postal sorting and address validation for mail delivery

About Reform[®]

Reform streamlines business workflow by automating document management, enhancement, and distribution. Reform will capture the print stream from any operating system, application, or device; enhance it; and intelligently distribute it to printers, fax, email and archive systems, improving your companies operating efficiency.

About FabSoft

Established in 1992, FabSoft is a leading developer of document automation solutions that enable companies of all sizes to expand their maximum level of productivity. With over 16,000 installations, FabSoft's solutions have been successfully implemented into the operations of businesses all over the world.

Our success in today's market is the result of listening to the needs of our Customers. Our clients are our most valued assets and we will remain flexible to meet their changing needs.

Our technical staff is dedicated to providing solutions that deliver superior business value.

FabSoft

25 Canfield Road
Cedar Grove, NJ 07009
Phone: (973)767-2100
Fax: (973)695-5400

Website:

www.fabsoft.com

Email: sales@fabsoft.com

LEGAL INDUSTRY SOLUTIONS

Effortless form management

Reform allows you to intelligently print, distribute and capture the data contained on agreements, contracts, and invoices. No more bursting and hand delivering documents, now you can electronically deliver each part of the form to its final destination. Also, forms are generated on-demand with up to date information, eliminating the need to bulk purchase and store multipart forms.

Easy management of documents requiring notes or signatures

Reform & TagDoc allow documents that require signatures or notes to be scanned and automatically associated with the information on the document, for example; client name, case number, filing date, etc. The document is then automatically archived or routed for further processing. By doing this, legal professionals can ensure that important case files are being routed and archived appropriately.

Transparent document approval processes

Reform & Document Authority Control® (DAC) can be used to automate approval processes. A paralegal may have a document that must first be reviewed by several specific lawyers and then by a partner in the firm. DAC intelligently routes documents to individuals, across specific departments or within work groups for approval. When notification is received the document can be viewed, approved or changed and routed to the next approver or department. Upon final approval, a copy of the document can distributed or archived.

Simple electronic distribution of hard copy documents

Reform & Modular Object Scanning Technology (M.O.S.T.) provide law firms with the walk up convenience of scanning and distributing documents right from their multifunctional office equipment (MFP). Select fax numbers, email addresses, subjects and notes, specify directory locations, indexes or document types and even enter descriptions for archive systems. For common tasks, quick keys can be assigned to process job with fewer keystrokes. Scanned documents are also automatically bates stamped for easy reference.

On demand form filling, printing and archiving

Reform & Form Filler allow a company to access, fill-in and process forms from the most convenient location - the MFP screen. After selecting the form, client data is merged and fields can even be entered right from the MFP screen. Forms are now printed with accurate and legible information. Additionally, when forms are completed and scanned, Reform will intelligently distribute them to any printer, fax, email and/or archive system.

Hands off postal sorting and address validation for shipment & mail delivery

Reform's postal sorting application maintains the most up-to-date USPS certified postal data available; allowing legal organizations to confidently ensure that vital case paperwork is delivered on time. Additionally, mail is automatically CASS certified which qualifies it for USPS discounts of up to 9.5 cents per mail piece.