



Reform[®]
STREAMLINE DOCUMENT WORKFLOW

Real Estate

INDUSTRY CHALLENGES

Real Estate is a highly competitive and fast paced industry. In order to be successful, it is important for real estate companies to provide quality services to clients, while maintaining a professional image. However, inefficient document management processes can hinder company performance. FabSoft's solutions eliminate these concerns by automating and improving workflow so that real estate companies can retain their competitive advantage.

INDUSTRY SOLUTIONS

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

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

REAL ESTATE SOLUTIONS

Effortless form management

Reform allows you to intelligently print, distribute and capture the data contained on contracts and marketing materials. 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; MLS ID, property type, address, etc. The document can then be archived or routed for further processing.

Transparent document approval processes

Reform & Document Authority Control® (DAC) can be used to automate approval processes. Signed contracts, and other documents can be intelligently routed 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 be distributed or archived.

Simple electronic distribution of hard copy documents

Reform & Modular Object Scanning Technology (M.O.S.T.) provide real estate companies 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.

On demand form filling, printing and archiving

Reform & Form Filler allow a company to access, fill-in and process real estate forms from the most convenient location - the MFP screen. After selecting the form, customer 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 real estate organizations to confidently ensure advertising materials and vital project documentation 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.

Easy management of property images

Reform & SnapDoc®* integrate property information, handwritten notes and project images seamlessly. Simply record information on a SnapDoc sheet, scan the barcode and take the needed pictures. Pictures are automatically associated with information on the form and can be delivered to your fax, email or digital archive system.

* Requires use of a Ricoh 500SE digital camera.