

Spindle Professional™

Fax

Customer

Total document
distribution

Print

Archive

PDF

CRM

Email

Product
Information Guide



www.draycir.com/spindle



Introducing Spindle Professional

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Spindle Professional was launched in 2003 and today it is successfully used by over 14,000 users in the UK and Europe.

Opportunities

Benefits in brief...

- > **Substantially reduces annual stationery and postage costs**
- > **Reduces man hours required for processing paperwork**
- > **Proven and reliable software**
- > **Easy to use PDF archiving**
- > **Integrates easily with other software**
- > **Affordable – fast pay back on investment**

Award winning solution

Reduce costs

Easy to use

"We handle up to 80% of our documents electronically by email using Spindle Professional. It has brought immense cost-savings in eliminating the cost of postage and paper. We think it's saved us the equivalent to a salary, and it's also made us more efficient."

Sarah Whewell, Top Gear Recruitment Ltd.



Document automation

What is Spindle Professional?

Award-winning Spindle Professional is an intelligent Windows printer driver that works with virtually any application, and is designed to help businesses create the right impression and save time and money. It's an ideal tool to streamline and automate communications in small to medium-sized businesses where time and resources are at a premium.

Using Spindle Professional can result in significant cost savings - on stationery, postage and staff administration. By automating routine communications, it also reduces human errors and frees up time for more important tasks.

With Spindle Professional's dynamic and flexible software, users can instantly and easily merge information from business applications to produce documents that can be sent by email, fax, print and also archived as PDF files.

For a more professional look, it allows company logos and branding to be added to documents such as letters, statements, invoices, remittances, delivery notes and purchase orders. Users can print directly onto plain paper, so there's no need for expensive pre-printed stationery.

It's also flexible, allowing you to create and mail your customers with promotional offers and seasonal messages.



Benefits and Features

- > Dramatically reduces costs - document delivery by email and fax
- > Creates a more professional image with company logos and branding on outgoing documents
- > Saves money and waste - can use plain paper in place of pre-printed stationery
- > Flexible - allows terms and conditions, or seasonal and promotional messages to be automatically added
- > 'Intelligent' - pre-programmed to fax, email, print or store documents automatically for instant retrieval whenever they are needed



Archive

DOCUMENTS SENT TO ARCHIVE

By electronically storing your documents you can access them instantly. Documents can be stored in multiple locations and then retrieved by any number of users. Spindle Professional can even create a note in your CRM system, such as ACT!, and link it back to the archived document. These documents can even be viewed within the CRM system.



SharePoint

MICROSOFT SHAREPOINT ARCHIVING

SharePoint from Microsoft enables you and your colleagues to work more closely together – sharing documents, tasks and calendars. Spindle Professional is an invaluable addition to SharePoint, making the software faster and more effective; enabling documents to be collated, archived, automatically indexed and instantly retrieved – making filing effortless.



Print

DOCUMENTS SENT TO PRINT

Documents can be sent to multiple printers simultaneously, with each copy having its own logos and branding. For example, a delivery note can be sent to the warehouse printer for the driver while another copy is printed in the accounts department for book keeping purposes.



Email

DOCUMENTS SENT VIA EMAIL

Emailing is the cheapest and fastest way to deliver documents. Each email can be personalised with any attached PDFs branded to your company and containing your terms and conditions. Spindle Professional generates PDF files that have been checked and accepted by HM Revenue and Customs as VAT invoices.



Fax

DOCUMENTS SENT VIA FAX

With Spindle Professional documents can be sent from your applications to your faxing software, without stopping and asking any questions. It supports fax optimised stationery and a wide range of fax solutions, including Microsoft Fax.



CRM

AUTOMATES DOCUMENT INTEGRATION INTO CRM

Printed documents from other business applications can be automatically filed by Spindle Professional against the right company and/or contact in Microsoft Dynamics CRM or Sage 200 CRM. Users are therefore able to see the complete picture of all the interactions with that company.

What does Spindle Professional do?

Spindle Professional's flexibility means that all relevant people, departments and systems automatically receive copies of documents



John
the customer



Just got his order confirmation as a PDF, via email. It includes corporate branding, T&Cs and special offers



Angela
prints a sales order



Angela raises a sales order and prints it to Spindle Professional



all with only one click...



Steve
sales department



Just got the order confirmation
for checking against quotations



A copy has been saved in CRM
giving a single location for all
communications and documents

Now imagine this in:

- > Sales & Marketing
- > Customer Service
- > H.R. Department
- > Manufacturing
- > Construction...



Susan
accounts department



Her local printer has
printed a copy for filing
with T&Cs (duplex)



A copy has been created
and indexed into Microsoft
SharePoint for easy access
by multiple teams



Bob
warehouse



Printed directly to the warehouse
printer with bar codes added for
easy item picking



A copy has been emailed to Bob
in case a reprint of the paperwork
is required

Why Buy Spindle Professional?

The below questions have been designed to help you consider why Spindle Professional might be useful to your business and how it could improve your document distribution.

- > Have you worked out how much you spend **posting** documents?
- > How much time does your staff spend stuffing envelopes?
- > What methods are your marketing team using to get information out of your business?
- > Would it help to include additional documents with your outgoing mail?
- > How could instantly keeping your stationery up-to-date help you?
- > Are you concerned about your carbon footprint?
- > How useful would having your invoices, statements and orders stored in your CRM be?
- > How would it help your business if the **right** people were kept up to date automatically?
- > What have you done in the past when needing to update your branding?
- > How do you treat different types of customers and suppliers?

Savings Calculator

Spindle Professional Savings Calculator
save money on postage costs

Use this calculator to show how much you could save by automatically distributing your documents electronically through Spindle Professional.

How do you send your documents?

What percentage of your documents do you currently send through the post or electronically (email/fax)?

Print 99 % Electronic 10 %

Using Spindle Professional to automate your distribution, what percentage of documents would you like to send electronically or via the post?

Print 10 % Electronic 90 %

How many documents do you send on average each month?
Use buttons or input values from keyboard:

Statements: 400	Remittance Advices: 200	Quotations: 290
Invoices: 800	Orders: 200	Others: 160

Monthly	Annually
Total documents: 1950	Total documents: 23400
Current cost: £1,755.98	Current cost: £21,071.70
New costs: £200.78	New costs: £2,445.30
Savings: £1,552.20	Savings: £18,826.40

calculate savings

Calculations based on:
• Documents sent through the post cost £1 per item, including stationery, print, postage and man-hours
• Documents sent electronically are calculated at 0.5p per item, with 1 in 10 documents estimated being sent by fax (5p per item) and 9 in 10 documents being sent by email (3p per item)

Why not see how much your company could be saving?

www.draycir.com/Calculator/SpindleProfessional

With an ongoing development programme and major upgrades planned for Spindle Professional, having the right support plan in place is the best way to maximise the value of your investment.

Support is mandatory when you first invest in Spindle Professional, so you are guaranteed to be the first to benefit from future updates and planned upgrades.

Spindle Professional support contracts are renewed and charged annually via your software reseller.

Please speak to your software reseller about upgrades and charges.



Case Studies

Bishop Sports



Case Study

- > Achieved a 25% reduction in staff-time spent processing documents
- > Achieved a more streamlined and efficient process
- > Spindle Professional fully integrated with Microsoft Dynamics NAV
- > Better control of document storage, retrieval and distribution

Company Overview

Situated in Slough, Bishop Sports is a mail order specialist supplying sports and associated equipment to the educational sector.

The Challenge

Following sustained business growth and a significant rise in documentation being produced - more than 2,000 sales and purchase documents every month - the company decided to review its processes.

The Solution

Bishop Sports' IT reseller, Creative Computing recommended Spindle Professional as the natural partner for improving the efficiency of the company's document management. Used in tandem with Microsoft Dynamics NAV, Spindle Professional gives Bishop Sports much greater control of accounts documentation, helping the business run more smoothly.

What they have to say:

Seb Bishop, director of the Bishop Group of Companies says:

"I was instantly impressed by Spindle Professional's efficiency and effectiveness and its ability to deliver what it promises. This is where many software packages let themselves down, but Spindle Professional scores time and time again. I would have no hesitation in recommending it to anyone."

Spindle Professional Reseller

Creative Computing Solutions based in Maidenhead, Berkshire.
www.creative-computing.co.uk

Tokai Carbon Europe Ltd



Case Study

- > Achieved savings of over £8,000 in the first year of installation
- > Saved the company over £40,000 since implementation
- > 70% reduction in time processing and distributing documents
- > Reduced paper handling by using email and fax
- > Improved archiving, saving further time in information storage and retrieval

Company Overview

Based in Oldbury in the West Midlands, the company is part of Japanese-owned Tokai Carbon Co Ltd – world leaders in manufactured graphite machined parts, coppers and dielectric oils.

The Challenge

Tokai Carbon Europe Ltd produces over 1,100 documents a month, including invoices, statements, purchase and sales orders, delivery notes and more. In their efforts to reduce significant costs from wasted stationery and reprinting, following the merger of the company's UK and European operations, the company turned to Spindle Professional.

Spindle Professional Reseller

Electronic Business Systems based in Erdington, Birmingham.
www.e-b-s.co.uk

The Solution

Since it was introduced into the business over six years ago, Spindle Professional has made a visible difference and has saved the company over £40,000 in postage, stationery and administration costs. The link between Spindle Professional and Sage proved particularly useful to Tokai Carbon, ensuring that the decision to recently upgrade their accounting systems was effortless, thanks to Spindle Professional's full compatibility with Sage MMS. Spindle Professional enables Tokai Carbon to update their backdrop forms within minutes – flexibility that proved invaluable shortly after the company installed Spindle Professional, following changes to the company banks details. The ability of Spindle Professional to be incorporated into so many programs means that the company is also now seeing added benefits from the software, when using ACT! to send out customer quotations.

What they have to say:

Chris Hill, IT Manager with Tokai Carbon Europe says:

"At first I was sceptical that the software could actually deliver what we needed. However, I've been incredibly impressed by the power and flexibility of Spindle Professional. One of the great things about Spindle Professional is that it works with so many programs. It has surpassed all our expectations."

Introducing Draycir



Draycir provides easy-to-use, practical and affordable solutions that help small and medium-sized businesses work smarter.

Draycir's innovative, award-winning products help businesses streamline practices, reduce costs and environmental impact, avoid bad debt and improve cash flow.

Draycir's ethos creates products with high levels of usability, supported by excellent resources and on-going development. The company's reputation reflects its commitment to giving first class customer service to product users and partners.

Draycir's products are used by thousands of customers and are sold by hundreds of partners across the UK and Europe.



Draycir's Other Products

Credit Hound®

Launched in 2005 Credit Hound has influenced the evolution of credit control systems available to SMEs in the UK today.

Credit Hound is a powerful, award-winning credit control solution, designed to automate and streamline the processes involved in good credit management. This quickly improves productivity and brings immediate cost savings to a number of key areas in the business.

By automating payment chasing procedures, it's possible to chase 60 customers or more in the same time that it would take to chase six using manual methods.

With Credit Hound's Savings Calculator the impact of improved cash flow can be seen immediately.

www.draycir.com/calculator/credithound

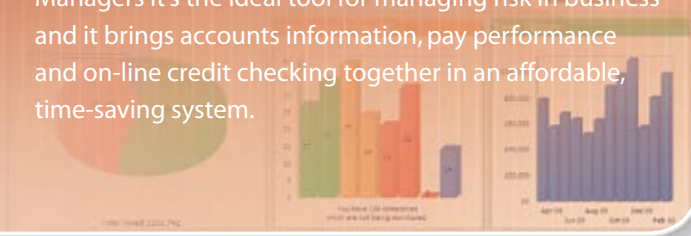


Credit Guardian®

A brand new approach to managing risk in business. Credit Guardian is an award-winning application that takes information from a customer's accounting system and merges it with credit risk and company information from Experian. It gives a unique insight into the trading status of customers and suppliers in an instant.

An alternative to individual company searches that's not expensive or time-consuming. Credit Guardian has a Customer Dashboard that displays information as easy-to-read graphs and charts, so answers to critical questions can be seen at a glance.

Credit Guardian's power comes from its ability to link with information in a customer's accounting system. For Credit Controllers, Financial Directors and Owner Managers it's the ideal tool for managing risk in business and it brings accounts information, pay performance and on-line credit checking together in an affordable, time-saving system.



Working with Industry Leaders

To ensure that the products continue to meet the expectations and demands of Draycir's customers, we work closely with industry leaders to assess the ongoing requirements and develop the software. Draycir is actively progressing a number of alliance partnerships, as well as developing existing relationships and gaining industry certifications.



Experian

Experian is a global information provider and its reputation as one of the best data providers led to an alliance in the creation of Credit Guardian. Draycir continues to work with Experian to ensure that the data provided for customers is the best available on the market.



Institute of Credit Management

Draycir has an alliance partnership with the Institute of Credit Management (ICM). The ICM promotes excellence in credit management and is the largest professional credit management organisation in Europe.



Sage

Draycir works closely with Sage and the Sage partner channel. Draycir has won a number of Sage Developer Awards, including the Sage ISV Developer of the Year Award in 2010 and the Sage Special Recognition Award in 2009.



Microsoft Gold Partner

Gold Certified Partners represent the highest level of competence and expertise with Microsoft technologies and have the closest working relationship with Microsoft.



Product Certification

Compatible with Windows 7
All Draycir products have been tested to meet all of the technical requirements to be Compatible with Windows 7.



Product Certification

Works with Vista
Draycir products have been tested for baseline compatibility with PCs running the Windows Vista operating system.

Customer and Partner Testimonials

"Spindle Professional integrates fully with our existing accounting system. It streamlines the process, making it more efficient. We started using it about six months ago, and it has saved us a great deal of time and money. We now send most of our documents electronically, so we also save on paper and postage. It's a very handy tool indeed and we find it easy to sell in our channel – it's one of the few software packages that exceeds expectations time and time again."

Jane Youngman, Sicon

"Credit Hound fills a gap in the market and we can now offer a quality credit control solution to our Sage customers."

Ian Selvan, Centrepoint Software

"Deploying Credit Hound has allowed us to reduce our debtor days by a third from 60 to 39 days, and all in the course of three months. This has delivered a major boost to our cash flow and has contributed to significant cost savings across the business. Now, with a smaller and younger debtors' ledger, we are at less risk of bad debt and have also been able to reduce our interest costs."

Mike Roberts, Target 250

"I was instantly impressed by Spindle Professional's efficiency and effectiveness and its ability to deliver what it promises. This is where many software packages let themselves down, but Spindle Professional scores time and time again. I would have no hesitation in recommending it to anyone."

Seb Bishop, Bishop Group

"Within weeks of starting to use Credit Hound our overdue balances had reduced by over £100,000. Interest earned on this sum will rapidly pay back our investment in Credit Hound and less overdue balances means our exposure to bad debt has been lowered too."

John Stride, Orion Cleaning

"We use Spindle Professional throughout the business, from Service Job sheets and delivery notes through to invoicing and statements. Our paperwork looks so professional that our clients have commented that they thought it was all pre-printed!"

Jason Tullah, Electronic Business Systems

"Credit Guardian is by far the best product I've come across in eight years' experience as a credit controller. We often know before the banks about a potential problem with a customer's business. It's that quick."

Sarah Whewell,
Top Gear Recruitment Ltd.

"At first I was sceptical that the software could actually deliver what we needed. However, I've been incredibly impressed by the power and flexibility of Spindle Professional. One of the great things about Spindle Professional is that it works with so many programs. It has surpassed all our expectations."

Chris Hill, Tokai Carbon

Spindle Professional works with major accounting systems including Sage 50, Sage Line 100, Sage 200, Microsoft Dynamics NAV (Navision), Microsoft Dynamics GP (Great Plains), Pegasus Opera II, Access Accounts, SAP Business One and many more. Also works with almost any application that will print, such as Microsoft Word, Excel, Access, ACT! and Crystal Reports.

"I've been incredibly impressed by the power and flexibility of Spindle Professional. One of the great things about Spindle Professional is that it works with so many programs. It has surpassed all our expectations."

Chris Hill, Tokai Carbon

All information is correct at the time of going to print

For more information please visit
www.draycir.com/spindle
or call 0845 123 2941

Requirements

1 Ghz Intel-compatible processor
1 GB of memory
500 MB free disk space
Internet Explorer 7 or above
32-bit (x86) Windows 7, Vista, XP, Server 2003, Server 2008
64-bit (x64) Windows 7, Vista, Server 2003, Server 2008

Draycir has a policy of constant development and improvement. We reserve the right to alter, modify, correct and upgrade our software products and publications without notice and without incurring liability.

Product Range

Spindle Professional is one of a range of products available from Draycir, specialists in document distribution and credit management solutions.



Spindle
PROFESSIONAL



Credit
HOUND



Credit
GUARDIAN

Awards



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