MicrLink™

Technology has helped streamline much of today's day-to-day business, and now there is help in the area of procurement.

Meet MicrLink, your latest ally in the streamlining process. From placing orders to billing, MicrLink includes functions that speed up the process and improve accuracy.

MicrLink connects users with database information through the web. This secure, encrypted connection allows you to enter orders, access orders in process, track shipments and much more.

It saves time, paper, phone calls, and is user friendly.

An electronic system that spells **convenience** for its users.

C onnection through secure encrypted site.

O n-line viewing of your database.

N o need for paperwork.

V isual representation of your forms.

E lectronic ordering and order inquiry.

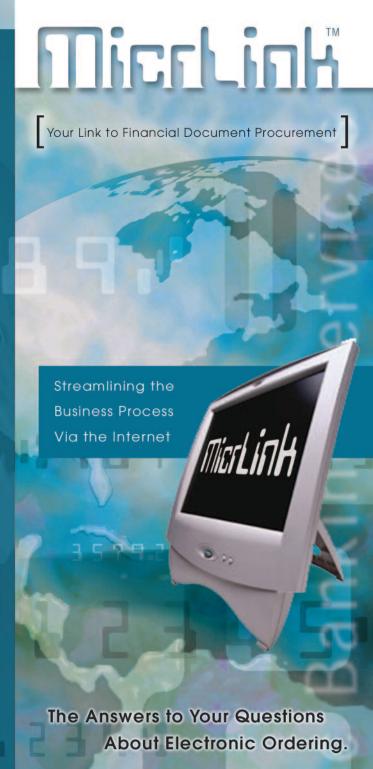**N** ever a concern with office hours – Available 24/7.

I nstant verification of orders received or shipped.

E njoy making inquiries at your convenience.

N ecessary hyper-links available to track order shipments.

C omplete catalog of products available on same site.

E -mail us with questions, comments, etc.

NMK 71509

MicrLink™

[Your Link to Financial Document Procurement]

Streamlining the
Business Process
Via the Internet

MicrLink

**The Answers to Your Questions
About Electronic Ordering.**

MicrLink™

What is MicrLink, and how does it work?

MicrLink is a secure, encrypted computer system that you enter through our web site using your individual password.
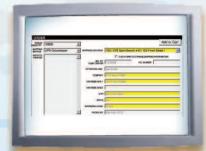
It allows you to:

- Order forms
- View forms through visual rendering
- Check on orders in production
- View inventory levels
- View ship dates and shipping method
- Track shipments directly with carrier
- Have forms billed electronically via ACH, procurement card or EDI
- Visit our web site
- View complete catalog
- Send us e-mail
- Improve accuracy in ordering
- Lessen paperwork
- Better utilize time through 24/7 access

You have access to your own database on an electronic order form.

We will work with you in building an order database that is easy to use and fully operational.

MicrLink's inquiry services allow for research to be done at any time, anywhere there is internet access.

Features include:

- User defined access
- Viewing of order by specifics or "view all"
- Viewing of inventory levels
- Viewing of order specifications
- Ability to view and track shipping information

You can view images of forms complete with variable information.

MicrLink is an ideal order process for the following:

- Stock products
- Print on demand products
- Printed products containing variables
- Stock and imprint programs
- Inventoried items
- Pick 'n Pak distribution
- Cash management products

How does one learn to use MicrLink?

It is as easy as 1, 2, 3, and we will provide the necessary training to get you started.