Dear Customer,

**Welcome to Autologue ePaperless Office!!**

Thank you for choosing our company and this powerful business tool. Your staff, office personnel, management, counterman, and your customers will be able to view your statements and invoices online. Also, pay your statements online, cut office costs, and be able to store your accounts receivable on our secure cloud for 7 years.

Your personal trainer will be in contact with you in a few days. Your trainer will set up Paperless Office and train you and your staff. Then, help you to promote eOffice to your customers.

Our responsibility will be:

1. Send all invoices to eOffice whenever you print a cash or charge sale in real time.

Plus - upload all the previous invoices currently stored in your management system.

(for the past 90 days)

1. We will set up and train you and your staff.
2. When you are ready to receive your customer’s payments online, we will get you in contact with our credit card processor.
3. We will assist your staff with emails, custom flyers, and a promotional [video](https://player.vimeo.com/video/625672489) to help promote eOffice to your customers.

Your responsibility will be:

1. To provide all your customer's e-mail addresses so that eOffice can notify them when their statement is ready to view.
2. To send promotional material to your customers via email. Please customize the letter and flyer with your logo and business information in the introduction letter and flyer found [here.](https://autologue.com/epaperless-office-welcome-packet/)
3. You have the ability to boost your sales, profit, and customer relationships with our robust statement messaging system. [Click here](https://autologue.com/eoffice-linking-webpages/) to see how.

This digital “Starter Package” will help **US** get **YOU** trained so you are ready to increase your customer relations (CRM) and save you and your customer time and money!

We will contact you to set up training and answer questions. Please feel free to call me anytime. Thank you once again, and I look forward to talking to you soon.

**Account Manager Information**

Name

888-888-8888

Email