



# Paperless Overnight - The \$97 solution to business chaos

Corporate name: Global Staffing Connection (GSC)

301 Thelma #426 Casper WY 82609

760-207-6385 phone (815) 572-8803 fax orders@paperlessovernight.net

## Accounting Version of Paperless Overnight

Paperless Overnight agrees to provide a 'Green Page' document management, work flow processes and platform to create an operations manual with real time accessibility at 'point of need' for the following firm...

Firm \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**DESCRIPTION OF SERVICE:** Paperless Overnight provides an 'in the background' document service and workflow management service. We staff our offices 20 hours a day to read, name, index and organize your documents and work flow. Paperless Overnight provides a platform to delegate and manage work in and out of your office plus a method to track all tasks in your business in real time. We assist you in creating a library of 'how we do it here' systems and provide that training 'at need.'

Documents are stored on a secure server in Allen Town, PA at INetU and will remain available as long as you are a customer.

- ✓ Support staff will set up users, and naming process within 3 days of this agreement.
- ✓ A onetime set up fee of \$495 is used to provide 10 hours of set up and staff training. (WAIVED FOR CLOUDFEST)
- ✓ The service is delivered for \$97 per month
- ✓ Pages are hand read and organized into your work flow assuring 99.5% accuracy 5 days a week.
- ✓ The pages are hand read and named for 15 cents each
- ✓ You may download all documents at any time by FTP transfer; a onetime fee of \$29.95 for 1 RP or \$49.95 for All RPs.
- ✓ Free teleconference training provided every Wednesday at 11 AM Pacific Time, with question and answer session.
- ✓ Collaborative documents (leases, wills, price lists, etc.) are not billed per page. These are documents that do not require individual pages to be named as each page does not require work
  - 2 to 50 pages      20 cents
  - Over 50            25 cents

**SECURITY:** We are ISO9001 Certified, HIPPA compliant and use best practices for data encryption to assure security. All page naming staff are bonded and insured and under closed circuit television and key board monitoring at all times.

**PAYMENT INFORMATION:** The set up fee is due upon receipt of your order. Monthly service billing will start on the 1<sup>st</sup> of the next month at one month in advance. Invoicing is done by credit or debit card only. The service may be terminated at any time with 30 days notice. You may download all your documents at any time for a onetime fee of \$29.95 for 1 Red Page or \$49.95 for All Red Pages.

*Arbitration: In the event a dispute shall arise between the parties to this agreement it is hereby agreed that the dispute shall be referred to USA&M arbitration in San Diego CA. for arbitration in accordance with the applicable United States Arbitration and Mediation Rules of Arbitration. The arbitrator's decision shall be final and legally binding and judgment may be entered thereon. Each party shall be responsible for its share of the arbitration fees in accordance with the applicable Rules of Arbitration. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, the other party is entitled to costs of suit, including a reasonable attorney's fee for having to compel arbitration or defend or enforce the award.*

## NOTES:

Card Number \_\_\_\_\_ Exp. \_\_\_\_\_ Today's date \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

\* Please return this page today, our staff will assist you in completing the 2nd page as they walk through the set up process.



# Paperless Overnight Green Page Staff Set Up Information

(Our staff will assist you with this census after they have received your order)

**Firm:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

To set up staff as users on the site, please fill in the form below. The reason we do this is to set up a bottom up work flow delegation system. The work comes in at the lowest level and is moved up the chain. We have six role designations which are listed below:

- Level 1: CEO  
This designation is reserved for the top level decision makers of your firm, to include owners/partners (whether actual CPA's or not).

	Staff's First and Last Name	Staff's Email Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

- Level 2: CPA (CPA/QBC)  
This designation is used for staff accountants that oversee the bookkeeping staff, office managers, those in charge of new client setup, etc.

	Staff's First and Last Name	Staff's Email Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

- Level 3: CPA Staff (USM)  
This designation is used for your U.S. staff members that do bookkeeping work for your firm.

	Staff's First and Last Name	Staff's Email Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

- Level 4: SPE (CAM)  
This designation is used for off shore managers

Level 5: TEC  
This designation is used for data entry personnel that work out of your office

- DOT  
This is the assignment we give the technician that is naming your documents (this designation not to be used for U.S. staff members).