



Employee Time Spent on Forms

Traditionally



Martin – CPA
Final Processor

- Reviews information
- Verifies approval
- PO is keyed in to d.b.
- Stores paper form
- Conclusion



Chris - Approver

- Reviews forms
- Requests more info.
- Approve
- Makes copies
- Signs
- Forwards to Martin



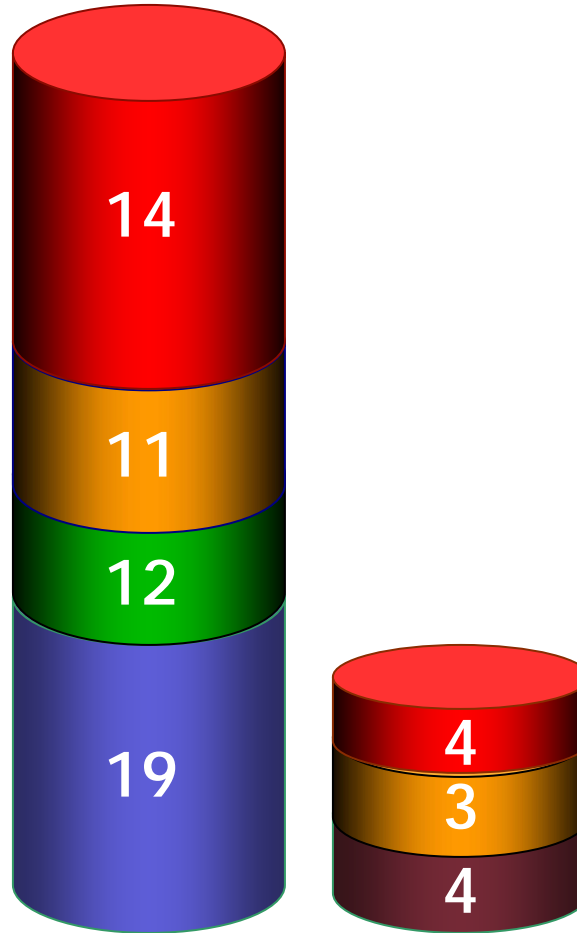
Jeff - Router

- Picks up different forms from various outboxes
- Sorts forms
- Delivers forms
- Repeat.....



Mary - Originator

- Retrieves form
- Fills it out
- Makes copies
- Staples
- Signs
- Places in Outbox



Minutes Spent on Task

(56 minutes vs. 11 minutes)

With LiquidOffice

- Reviews
- Verifies data
- PO is integrated to Business System (PeopleSoft, SAP, Oracle, etc..)
- Conclusion – Provides eSignature

Martin - CPA
Final Processor



- Reviews Forms Electronically
- Asks for More Info.
- Inputs Electronic Notes Before Submitting
- Submits Electronically

Chris – Underwriting
Support



- Retrieves form
- Fills it out on-line
- Adds note & attachment(s)
- Signs on-line
- Submits to Manager

Mary - Originator

