



## FACTS Data Sheet: Unform

**Flexible and efficient,  
Unform allows  
distributors to  
eliminate pre-printed  
forms and customize  
their documents as  
needed.**

UnForm for FACTS is a powerful and flexible forms solution that provides users with the ability to print documents to laser printers as plain paper forms with enhanced shading, font attributes and images. This unique tool gives your forms, reports and documents a smart, professional appearance. Unform prints to standard 8.5" x 11" blank copier paper, allowing customers to tailor their printed documents as needed.

### **Benefits of Unform**

Unform can effectively reduce your hard-dollar costs for pre-printed forms and provide you with a more efficient, professional and flexible document solution:

- Eliminate the cost of pre-printed forms, switching to low-cost output on standard plain copier paper
- Eliminate the hard-dollar cost of storing and managing pre-printed forms
- Change the form layout as often as needed without wasting pre-printed forms
- Present a consistent, professional image to prospects, customers and suppliers
- Easily add shading, font attributes, line drawings, images and logos
- Easy installation and administration

### **The Power of Unform**

UnForm can automatically detect and turn on the invoice formatting; send another copy to the accounting department's laser printer after adding item cost data to the form; add the ship-to information and print shipping labels on a label printer; add an instruction attachment when specific items appear on an invoice.



focus on essentials

# | distribution essentials : professional

## ➔ BUSINESS OBJECTIVES:

- More professional forms
- Consistent appearance
- Eliminate preprinted forms
- Flexible to change as needed
- Tailor reports and documents

### Easy Installation

Downloading and setup is quick and easy as a simple printer configuration change takes just a few minutes. After that, UnForm is ready to go. If you have custom modifications with custom forms, you can create a rule file for just the enhancements you require and UnForm's intelligent text analyzer does the rest, watching all your reports and enhancing just those specified while passing through the others unchanged.

### Easy Setup

We've also made it easy to define your rule file. Print a copy of any form or report with the grid option so that exact text positions can be seen. Determine what makes this report unique and add that information to the rule file. Then add all the shading, box drawing, custom text and attributes you like. Suddenly, plain paper forms look great.

SOSI		Demo Company 60 South Peachtree Street Atlanta, GA 30300 Phone: (770) 418-2000 E-Mail: sosicorp@xxxxxxxxxxxx.com Website: www.xxxxxxxxxxxxx.com				INVOICE			
						Customer Copy			
						Number: 001001			
						Date: 06/15/00			
						Page: 1			
Bill To: ABC CORP		Southeastern Industrial Supply 13000 South Peachtree Street Atlanta, GA 30328		Ship To: ABC CORP		Southeastern Industrial Supply 1141-A Felton Industrial Park Atlanta, GA 30228			
REFERENCE #	SHIPPED	SALESPERSON	TERMS	TAX CODE	DOC #	IN	FREIGHT	SHIP VIA	
	06/15/00	30 Kelly Farn	2% 10 Net 30				PREPAID	TRUCK/EXPRESS	
ITEM	DESCRIPTION	ORDERED	SHIPPED	BACKORDER	QTY	PRICE	AMT	EXTENSION	
107	NAVI Maching Mill	1	1		1	875.00	875.00	875.00	
114	Portable Seawall System Dallas Consisting of:	1	1		1	417.75	417.75	417.75	
PLEASE DEDUCT 342.24 SHIPPED BY 06/25/00				AMOUNT DUE	AMT	DISCOUNT	TAX	FREIGHT	TOTAL DUE
				875.00	00	00	00	00	875.00

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