



SHAMROCK



TOTAL DOCUMENT MANAGEMENT

SMART, SINGLE SOURCE BUSINESS FORMS MANAGEMENT

Shamrock's Total Document Management Services (TDMS) is a single-source repository for all of your printed communications. This powerful front-end system simplifies, organizes and expedites the creation, production and distribution of your

business forms—both printed and electronic. And that means big benefits: Customers who utilize TDMS enjoy increased efficiency via an easier, more streamlined way of managing their day-to-day work.

While improving operating efficiency is a big plus, Shamrock's TDMS also generates cost savings through:

- ⊗ One-stop shopping: Single management interface for all printed and electronic documents
- ⊗ Increased business process control for smoother workflow
- ⊗ Easier compliance with government, industry and company requirements
- ⊗ Reduced document management labor

Details of some of the benefits you'll realize through TDMS include:

- ⊗ **Simplify**
 - > Audit and analyze document and work flow
 - > Eliminate document redundancy
 - > Convert documents to e-forms
- ⊗ **Organize**
 - > Coordination with internal approval committees
 - > Inventory control
 - > E-forms automation
- ⊗ **Expedite**
 - > Pick-and-pack options
 - > Low stock notices
 - > Inventory, warehousing and delivery

Start benefiting from TDMS today. To learn how Shamrock's TDMS can advance your business, visit www.shamrockcompanies.net, or contact your sales representative.