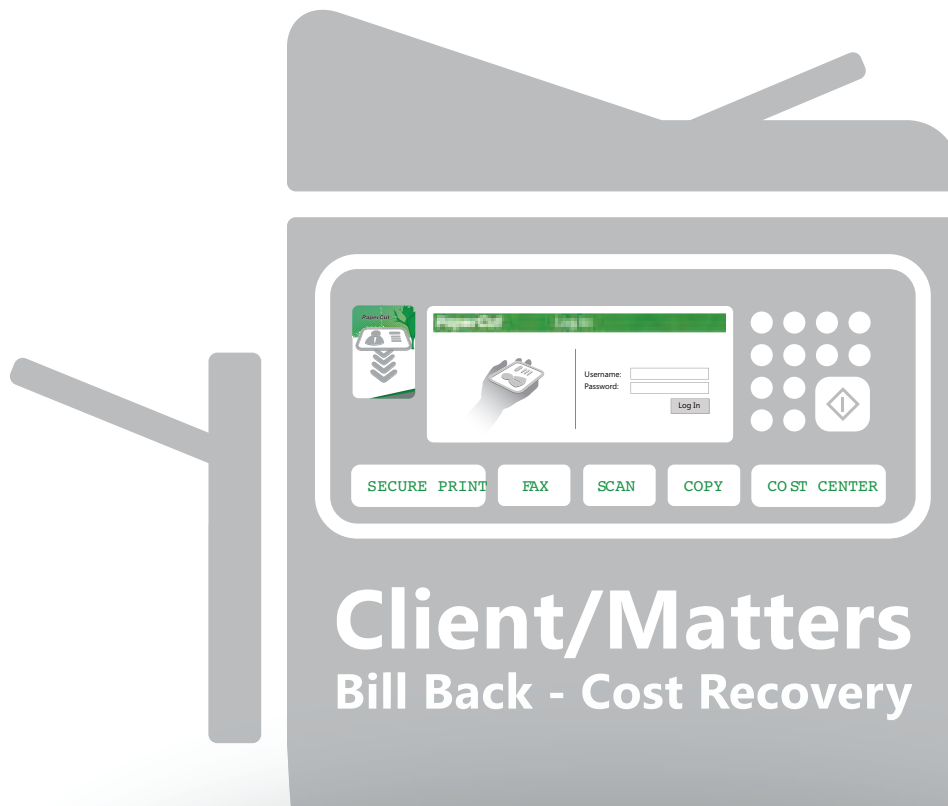




Professional Client Billing

Spend more time working and less time worrying about your billing process



Papercut provides an option for billing back clients and matter accounts in a Law Office Environment. This includes activity on Single Function & Multifunction Devices, such as, copies, prints, fax and scan. Additional options are also available for other items: i.e. courier services and postage.

Professional Client Billing



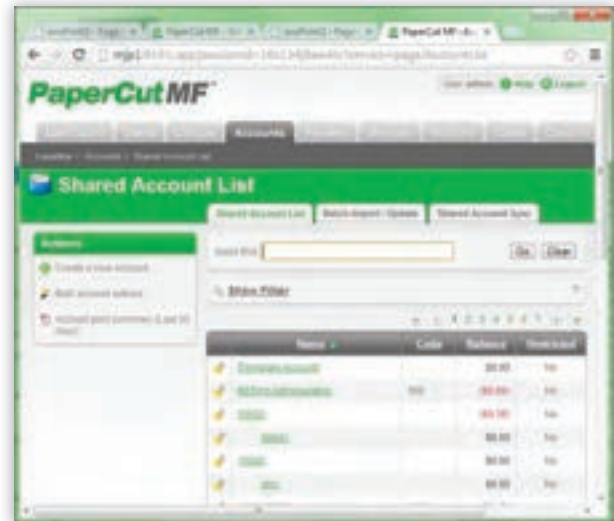
Account Import

The integration with office billing systems is compatible with the most popular available in the market, such as, ProLaw, Juris, Tabs3, PC Law & Timeslips among others.

- PaperCut provides an automatic option to import client and matter account's names and codes on demand configured to your needs.

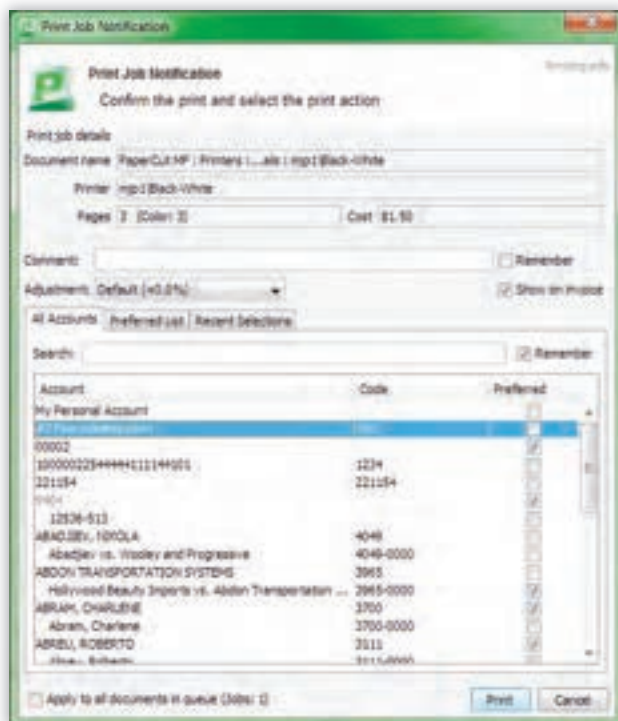
Note: System Import process compatibility:

- a) File System Directory Scan
- b) CSV Text File import (Tab Delimited)



Client/Matter Account Administration Page

Print Workflow



Office employees may allocate printing expenses to Client/Matter accounts using pop-up client software (Advance Client Option). Client Account access can be defined within the security options in the system.

Advance Client Pop Up:

- Charging to a client or matter account
- Searching for accounts by name or code
- Add a comment to the print job to show later
- Apply a different charge rate to a print job
- Optionally, prevent a print job from being included on invoice reports
- Saving a preferred list of commonly used accounts
- Maintaining a list of recently selected accounts
- Charge for categories created by admin (i.e. stamps, staples, binding, courier, etc)

Professional Client Billing



Copy Workflow

The embedded copier interface is consistent with the workstation print interface, meaning users only have to learn one system and one set of terminology. Jobs may be allocated to shared accounts that represent departments, projects or clients.

PaperCut provides secure print release at the Copier MFP. Combined with copier-embedded software and card readers, PaperCut's secure print release ensures that a user maintains control of their document from application to output tray.

Client/matter accounts can be accessed via:

- Selection from Account List
- Quick entry via Account code/PIN



Charging to a client account while copying.

Track and Control Copy/Scanning/Faxing



Note: Please contact your Copier Solution Provider to confirm compatibility with PaperCutMF Embedded Applications and Professional Client Billing capabilities.

- After authenticating with their user account, office employees select the account to charge for their client/matter copies/fax/scan.
- Charge different types of copying at different rates
- Restrict access to color copying by user
- Optionally apply security setting to allow only authorized employees to certain client/matter Accounts.

Professional Client Billing



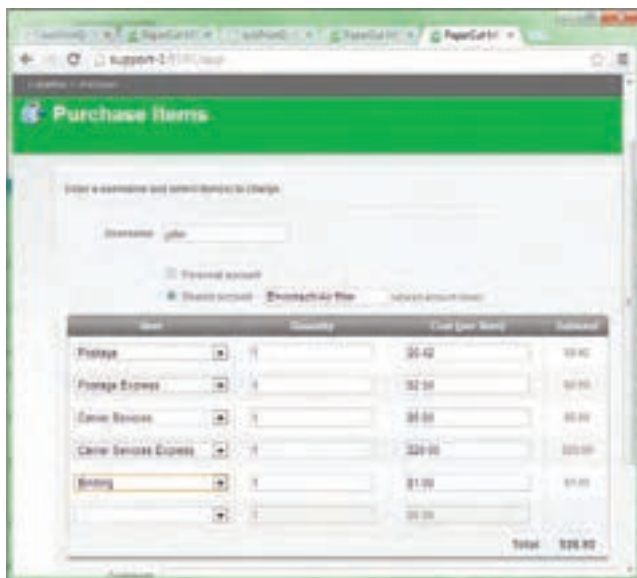
Export Reports

Over 50 standard reports. PaperCut has the capability to schedule a report generation, automatically saving the required client/matter account activity data in the defined hard drive location, available CSV format report's file can then be imported into the office billing system.

- Account Name/ Sub-account name
- Account Code/ Sub-account code
- Date/Time/By User/Cost
- Copies, prints, fax, scans
- Other charges, such as, stamps and binding



Web Cashier



PaperCut provides a web based module that allows office employees to charge for different categories, such as, stamp, phone time, and courier services, etc.

- The Web Cashier. A standard option with every license in PaperCut designed with flexibility.
- All items created in the web cashier are accessed by administrators and used to report on alternatives categories related to resources to be charged to the client/matter accounts.
- Optionally admin provides limited access to this module in PaperCut by employee or AD user account.