

briefcase®

the
essential
tool for
creative
businesses

briefcase job management software.

Briefcase is Australia's leading job management solution for creative professionals. Developed by industry experts, we have been providing agencies, studios and freelancers with essential business software for over 10 years.

Briefcase gives you complete control over studio traffic and resource management. From initial brief to final invoice, Briefcase is the perfect solution for creative teams.

Why creative professionals love Briefcase.

- ✓ It's made for the creative industry
- ✓ It's affordable with no ongoing fees and flexible payment options
- ✓ It's both Mac and PC friendly
- ✓ It helps you manage all your jobs from start to finish
- ✓ It looks great and is easy to use!

Download the free trial online
briefcase.net.au

Phone 1300 565 755

Email sales@briefcase.net.au



software that's easy to handle.

What makes Briefcase so intuitive?

It's not complicated, we developed Briefcase from years of experience working in design studios and advertising agencies – our software makes sense and it's easy to use because it works the way you do.

Manage jobs, assign tasks, record times, create estimates, purchases and invoices all in one easy to use package for Mac and PC.

Briefcase can help you better manage your workflow, saving you time and money – giving you more time to focus on the creative stuff.

Simplified time entry and progress tracking.

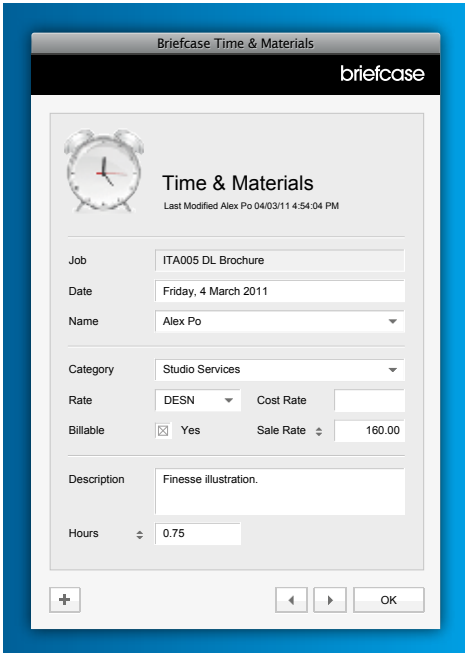
We've found that everyone likes to do time sheets in their own way (and some don't do them at all). That's why it's important to make time entry easy and really, really fast.

We've created an easy to use, one click approach to time entry that allows your staff to enter time and keep track of budgets while they work. Or if you prefer to wrap things up at the end of the day you can enter time in batches too.

Fast quotes and invoices.

If you have ever had to do more than one quote you'd know that not all quotes look the same. That's why Briefcase offers one of the most flexible quote and invoicing systems available.

Generate quotes with multiple totals, quantity breaks and grouped totals – it's fast, easy and a little bit fun.

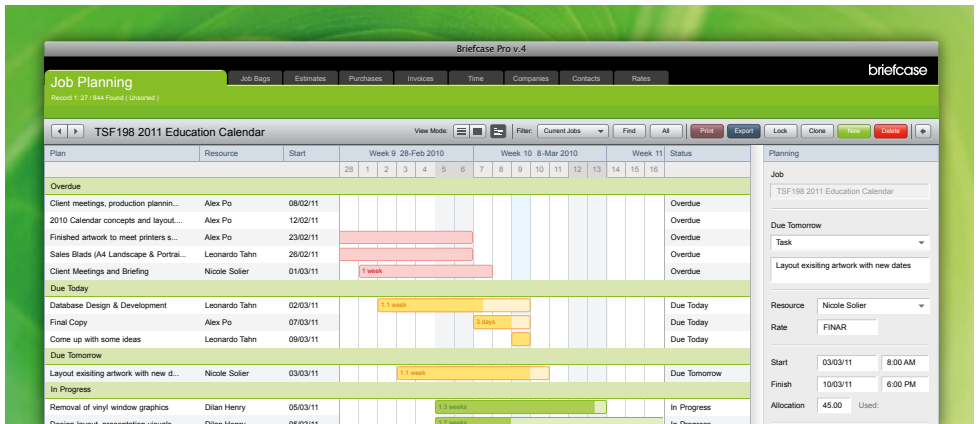


The screenshot shows the 'Briefcase Time & Materials' application window. The title bar reads 'Briefcase Time & Materials' and the 'briefcase' logo is in the top right. The main interface features a clock icon on the left and the title 'Time & Materials' on the right, with a timestamp 'Last Modified Alex Po 04/03/11 4:54:04 PM'. Below this is a form with the following fields:

| | | | |
|-------------|---|-----------|--------|
| Job | ITA005 DL Brochure | | |
| Date | Friday, 4 March 2011 | | |
| Name | Alex Po | | |
| Category | Studio Services | | |
| Rate | DESN | Cost Rate | |
| Billable | <input checked="" type="checkbox"/> Yes | Sale Rate | 160.00 |
| Description | Finesse illustration. | | |
| Hours | 0.75 | | |

At the bottom of the form are three buttons: a plus sign (+), a left arrow (←), and an OK button.

well measured – means well managed.



Plan resources, assign tasks and meet deadlines.

Briefcase includes gantt charting tools that give you complete control over resource planning. Unlike traditional gantt charting systems, Briefcase gantt charts are searchable and can be sorted and grouped in sets. This allows you to manage your resources by job, name, due date or even by task.

Best of all, there's no need to enter every task! Briefcase can detect approved work requests from your quotes and automatically add them to the schedule.

Reporting with up to the minute data.

Staff utilisation, monthly sales charts, sales forecasting, job profit are just a some of the many powerful reports included. What's more, you can add your own reports to see your data the way you like it.

In addition to the extensive report library Briefcase includes templates for daily use, such as: work in progress, estimates, quote requests, purchase orders, invoices, statements and address labels to name just a few. And all can be tailored to match your specific style guidelines.

information at your fingertips.

Briefcase can be setup to suit a variety of environments. From a single user to a multi site office with hundreds of users.

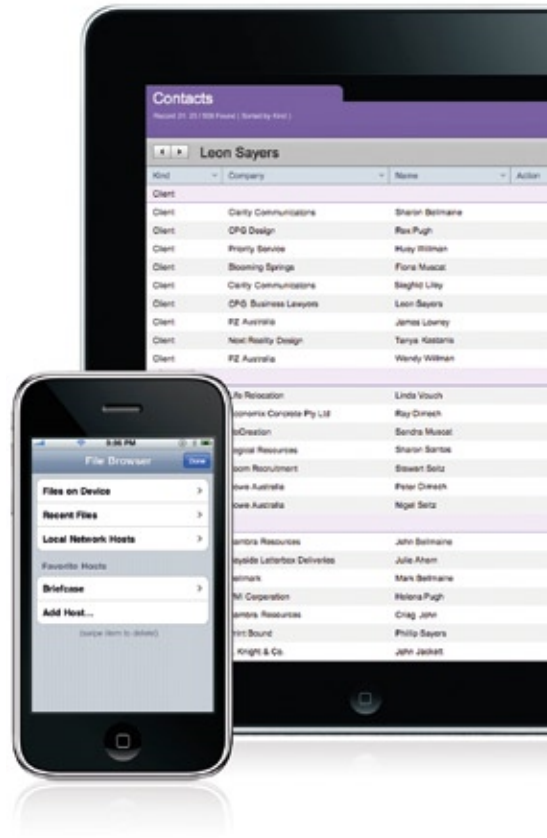
What's more, Briefcase can be accessed remotely from any location with internet access. And, because it is Mac and Windows friendly you can share data with everyone.

Briefcase is not a web base solution, so your data stays with you. Instead, Briefcase is hosted locally (on your own server or desktop). All the software you need to setup is included, installation tasks just 20 minutes.

iPhone and iPad Access

The Briefcase iPhone and iPad interface gives you access to all of your current and past jobs, view quotes, invoices, client details no matter where you are.

Accessing Briefcase from your iPhone or iPad is easy. All you need is a static ip from your internet service provider. A static ip is usually only a few dollars a month and sometimes free depending on your ISP plan. Either way we can help you get connected within minutes.



Accounting Integration

Many business manage the day to day operations using an accounting package. This might be great for your bookkeeper or finance officers but as a means to manage workflow from a business standpoint this often falls short.

Briefcase supports a wide variety of accounting packages and can easily be configured to work with new systems as they become available.

need to know more? come see us present.

If you would like to see Briefcase in action come along to our informative product demonstrations. Not only will you see some of the advanced features included - you'll also have time to ask questions before you buy.

| Location | Dates* |
|-----------|--|
| Melbourne | 24 Feb, 24 Mar, 21 Apr, 2 Jun, 18 Aug, 8 Sep, 20 Oct, 10 Nov, 8 Dec. |
| Sydney | 21 Jan, 18 Mar, 20 May, 10 Jun, 15 Jul, 16 Sep, 18 Nov. |
| Brisbane | 8 April, 25 Nov. |

If the above dates are unsuitable or if you prefer a demonstration at your office, please contact us to arrange a mutually convenient time.

To register your interest email sales@briefcase.net.au or phone 1300 565 755.

*Product demonstrations are scheduled to start at 2pm on the nominated date and last for approximately 90 minutes. * Please note, dates are subject to sufficient attendance and may be cancelled if minimum numbers are not reached. Venue details will be determined based on attendance and will be made available two weeks before the product demonstration date.*



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job management software

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