



## Fact Sheet

# Dynamic Office Lite

**Dynamic Office Lite is a FREE business management system integrated within Sourcing City.**

The Dynamic Office Lite Business Management System can add your own logo & corporate colours to your documents, & the software is simple to use, with user friendly design at every stage. The system automatically creates:

- ◆ Ideas Lists: (Including an Ideas List Follow Up Calendar & Job Notes.)
- ◆ Quotations: (Including a Quotation Follow Up Calendar & Job Notes.)
- ◆ Purchase Orders: (Including a Job Progress Chasing Calendar & Job Notes.)
- ◆ Customer Order Acknowledgements.
- ◆ Invoices.

**Also:** All of your 'lost Ideas Lists & Quotations' and 'Completed Orders & Invoices' are stored in your own 'Archive Files' within Dynamic Office Lite.

Dynamic Office Lite even contains an E-Shot creator, for you to build e-mailers for your own e-marketing campaigns.

### Dynamic Office Lite in more detail:

- Dynamic Office Lite is fully integrated within Sourcing City & enables you to swiftly create Ideas Lists & Quotations. When orders are received the system then converts the documents into Supplier Purchase Orders, Customer Acknowledgements & ultimately Invoices. You can use any stage of the system should you not require all of the processes.
- All of your Dynamic Office Lite documents can be created with your own logo & corporate colours.
- Dynamic Office Lite also provides an online document management system for all the documents you create. This is held in your password protected 'Customer Area' within Sourcing City.
- To manage your Ideas Lists & Quotes, all are stored & viewed with 'Follow Up Dates', to enable you to efficiently chase your sales opportunities.





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- Dynamic Office Lite enables you to automatically & swiftly create new documents, taking an Ideas list to Quotation and Quotation to Supplier Purchase Orders etc. in a matter of seconds.
- All Purchase Orders carry your supplier delivery date & are managed through an online Progress Chasing System, which includes 'progress chasing history notes' for you to complete as each order progresses.
- It is also possible to download all of the documents you create to your own server for additional back up security if you wish.
- In Addition, Dynamic Office Lite also enables you to also build your own E-Shots. You can create an E-Shot using the special offers & new products featured in Sourcing City, alternatively simply choose your own product selection. Once done, Dynamic Office Lite creates your E-Shot to use for your own E-Marketing campaign to your customers.

Please visit our online demonstration in Sourcing City

If you would like a personal demonstration please let us know

If you would like any more information please just give Alistair a call on: 0844 504 5000





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### Your Own Customer Area in Sourcing City:

- See copies of your Ideas Lists & other Dynamic Office Lite documents
- See which of Your Team are using Sourcing City
- See the New Suppliers Your Team is Finding • See Your Own Most Popular Suppliers & Products
- See list of Top 250 Suppliers
- View Our Market Analysis, Most Popular Themes, Most Popular Item Types & more .....
- Quickly Add New Users Online. (& Delete Old Users)
- Change Your Company Password
- See Your Sourcing Planet Free & Charged Sales Leads (If applicable)

Go to the 'Customer Area' Tab on [www.sourcingcity.co.uk](http://www.sourcingcity.co.uk), to see loads of interesting information.



[www.sourcingcity.co.uk](http://www.sourcingcity.co.uk) | [www.sourcingplanet.co.uk](http://www.sourcingplanet.co.uk) | [www.promotionaldirectory.co.uk](http://www.promotionaldirectory.co.uk) | [www.sourcingdirectory.co.uk](http://www.sourcingdirectory.co.uk) | [www.creditcity.co.uk](http://www.creditcity.co.uk) | [www.scwebcreations.co.uk](http://www.scwebcreations.co.uk) | [www.dynamicimage.co.uk](http://www.dynamicimage.co.uk)

sourcing city - sourcing planet - promotional directory - sourcing directory - credit city - sourcing city web creations - dynamic office lite - dynamic office software - dynamic mailing: are trading names of dynamic image ltd. | company registration no. 4595360



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### Some Interesting Facts

- Did you know:** 55% of the Total Market Spend is through Sourcing City Distributors
- Did you know:** Over 85% of All Distributors with a Turnover of £1m+ use Sourcing City Daily
- Did you know:** Over 350 Quality Distributor Companies use Sourcing City to Source Products
- Did you know:** Sourcing Planet is the UK's only 'Product Database Driven' Sales Lead Generator
- Did you know:** Sourcing City manages over 70 Skin Sites for UK Distributor Companies



**Create Free Virtual Samples  
in Sourcing City**  
ask us how you can:  
Add to Your Own Website



**vCat Virtual Catalogue  
create you own!**  
*Technologo.com*  
YOUR BRANDING LABORATORY




**Free!  
Business Management System**  
Simple to use & part of your Sourcing City package!

Manages Your Ideas Lists, Customer Quotations, Purchase Orders, Customers Acknowledgements & Invoicing - You can even create E-Shots for Your Marketing Campaigns!



Sourcing

Sourcing Directory

Sourcing Planet

Promotional Directory

Sourcing Web

Sourcing Skin Sites

Sourcing Skin Sites

Dynamic Office Software

Dynamic Office Lite

Sourcing City Ratings

Dynamic Mailing

Sourcing City News

Sourcing City Stats

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