

## Office TasksMaster – Order Form

All can be cancelled at any time.

\_\_\_ **\$95 Basic** – single user. Enables you to assign tasks to your office staff and determine when tasks should be done. Comes with over 300 tasks and Sandi’s task tips – along with sample spreadsheets to help you perform the task. Price per dealership \$95 per month.

\_\_\_ **\$195 Basic** – office. Enables you to assign tasks to your office staff and determine when tasks should be done. Comes with over 300 tasks and Sandi’s task tips – along with sample spreadsheets to help you perform the task. **Up to 20 office users can log in and update their own tasks and see who does what task.** Price per dealership \$195 per month.

\_\_\_ **\$295 Advanced** – includes all feature of basic office, but also enables you to edit the tasks, tips, create your own “How to” instructions, modify the sample spreadsheets, and store your version of spreadsheets or documents on our secure server. Your office staff can log in and create “done” entries when they complete tasks, add notes and upload updated spreadsheets. You can send email reminders to the person assigned to complete the task if the due date is overdue. What a great place to document everything you do and when you last did it (along with the spreadsheet.) Your auditor will love you (and hopefully bother you less!) Price per dealership with up to 10 users, \$285 a month, over 10 users, \$385 a month.

\_\_\_ **\$995 Enterprise** – for dealership groups. Advanced version, but enables an Admin mode to view all dealerships and special reporting to compare when tasks are completed by each dealership. Price for up to 5 dealerships, \$995 a month; Each add’l dealership is \$100 a month.

\_\_\_ **# of dealerships over 5 X \$100 \$** \_\_\_\_\_

Dealership Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact/Credit card Name: \_\_\_\_\_

Credit Card# \_\_\_\_\_

Exp. Date \_\_/\_\_/\_\_

Signature \_\_\_\_\_

Credit Card orders **FAX to 503-715-5600**

Mail checks to: Sandi Jerome Computer Consulting  
1391 NW St. Lucie West Blvd #362  
Port St. Lucie, FL 34986

Questions? Email [sandi@sandijerome.com](mailto:sandi@sandijerome.com)<sub>ws</sub>