

*To store a document is easy.  
To retrieve it can be far more difficult.*

**In OfficeBase**  
documents are stored  
by *CLIENT* and *ENTITY*

- This
- allows for quick & efficient retrieval of documents for any CLIENT and ENTITY
  - eliminates the need for costly document searches.

**OfficeBase**

- Integrates with Microsoft Office
- Is compatible with most scanners
- is easy to use, with minimal training required
- Is a feature rich system
- Is an Australian Designed and Supported software product



MultiBase Australia Pty Ltd has developed and supported their flagship OfficeBase product over the past 10 years.

**For further information, and to arrange a demonstration please contact:**

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**Arrange your own obligation free demonstration today. Call us on 07 3371 7410**



If you have to ask :

**“What did I name that Document?”**

**“Where did I put it?”**



To store a document is easy.  
To retrieve it can be far more difficult.  
The **solution** is **OfficeBase**

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## OfficeBase

enables an Accountanting Firm to securely manage emails and electronic documents across a network. Accountanting Firms must be able to retrieve documents for any Entity on demand.

**OfficeBase** is the solution.

### OfficeBase

- Eliminates the need to store most of your Manual Files
- Provides immediate access to electronic Documents
- Saves valuable time in filing and retrieving manual documents
- Saves manual filing space

*It allows you to  
save paper,  
filing time  
& space.*

OfficeBase is a  
“green”  
product.



OfficeBase adds STRUCTURE to your electronic documents  
OfficeBase provides quick and easy access to your documents.

**OfficeBase**

Multibase Australia Pty Ltd

The solution is **OfficeBase**