

# STUDIO I.T.

## Studio Showroom 7.0

From Quote to Order to Invoice, **Studio Showroom** manages the daily activities of Showrooms to the Trade.



- Organization
- Efficiency
- Professional Presentation

### Studio Showroom features include:

- Quotes
- Orders
- Acknowledgements
- Invoices
- Cash Receipts
- Check Writing
  
- Email Client Correspondence
- Email Vendor Correspondence
- Automatic Expediting Reminders
- Phone Message Management
  
- Address Management
- Mailing Labels
  
- Showroom Bill Lines
- Manufacturer Bill Lines
- Sales Analysis
  
- Inventory Management
- Inventory Labels
- Inventory Bar Coding
- Inventory Scanning
  
- General Ledger Accounting
- Accounts Receivable
- Accounts Payable
- Client Deposits
- Work in Progress
- Commissions Receivable

### Our clients include:

#### Designers

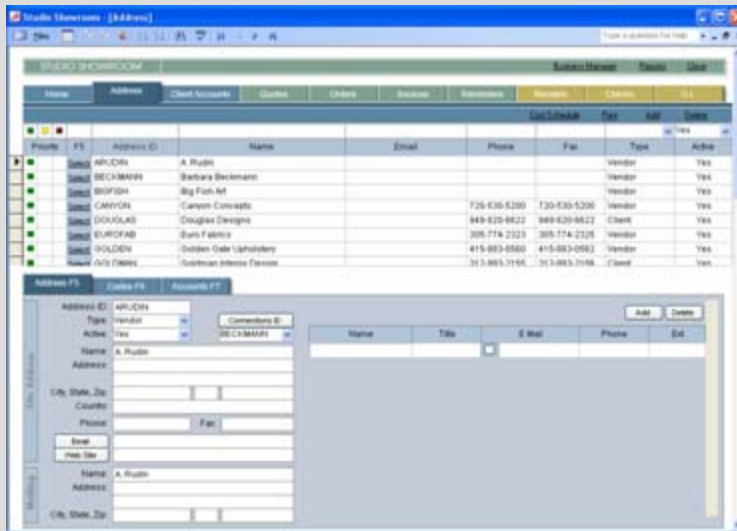
Barbara Barry, Inc.  
Cullman & Kravis, Inc.  
Kerry Joyce Associates  
Michael Graves & Associates  
Michael S. Smith, Inc.  
Peter Marino Architects  
RTKL Associates, Inc.  
South Beach Design Group  
Thom Filicia, Inc.  
Thomas Pheasant, Inc.  
Tucker and Marks, Inc.  
Victoria Hagan, Inc.

#### Showrooms

A.M. Collection, Ltd.  
Ainsworth-Noah & Associates  
AmericanEye  
Carter Didlake, Inc.  
De Aurora Showroom  
Flemming McMahon  
ID Collection  
J Nelson, Inc.  
John Brooks, Inc.  
Summit Furniture, Inc.  
Terris Draheim, Inc.  
Thomas Lavin Showroom  
Town  
Walter Lee Culp Associates

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## Address Management



manage client and vendor information in one central location

### Name and Address

Maintain name and address information for clients and vendors.

Separate physical and mailing address.

Enter the company email address and automatically address emails to the company.

Enter the company website address and automatically link to the company website.

### Contacts

Enter contacts with email address and phone numbers.

Automatically address emails to specific contacts.

### Personalize

Define the parameters of how you work with individual clients and vendors to personalize how Studio Showroom works for you.

### Filter, Locate and Sort

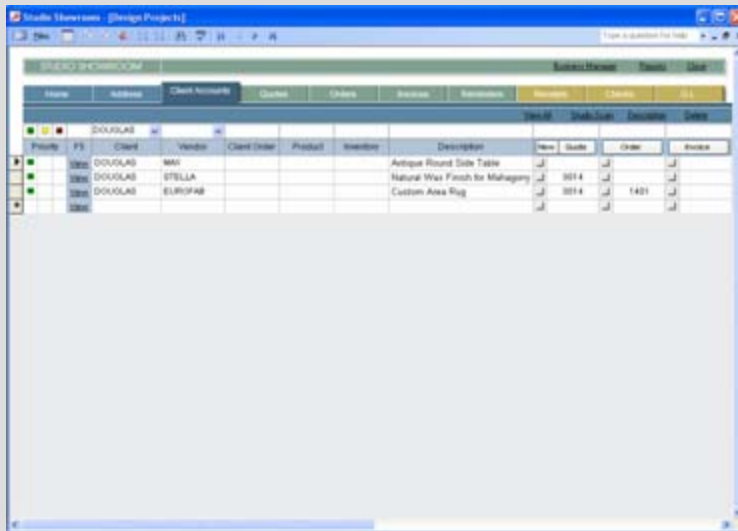
Filter addresses by any field in the address database.

Locate addresses by any field in the address database.

Sort the entire address list ascending or descending by any field in the address database.

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## Client Accounts



Priority	FS	Client	Vendor	Client Order	Product	Inventory	Description	New	Date	Order	Invoice
		DOUGLAS	MMI				Antique Round Side Table				
		DOUGLAS	STELLA				Natural Wax Finish for Mahogany		0914		
		DOUGLAS	EUROFAB				Custom Area Rug		0914	1421	

manage client accounts  
from the initial quote to  
final invoice

### One Step Entry

Items for clients are entered in one simple step. Quotes, Orders, Acknowledgements, Invoices and Checks are automatically created with the click of a button.

### Account Management

View the summary status of all items for a client in one central location.

### Expediting

Easily track the status of each item with dates and notes to insure orders proceed seamlessly.

### Filter, Locate and Sort

Filter, locate and sort items to find information quickly.

### Spell Check

No more misspelled descriptions on client and vendor correspondence.

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## Showroom Bill

Priority	FS	Client	Vendor	Client Order	Product	Inventory	Description	New	Date	Order	Invoice
		DOUGLAS	MMI				Antique Round Side Table	✓		✓	✓
		DOUGLAS	STELLA				Natural Wax Finish for Mahogany	✓	0014	✓	✓
		DOUGLAS	EUROFAB				Custom Area Rug	✓	0014	1401	✓

showroom bill allows showrooms to purchase products and resell them to clients.

### Daily Paperwork

Create quotes and automatically turn quotes into orders and invoices.

Email quotes, acknowledgements and invoices to clients.

Email orders to vendors.

Receive client deposits and invoice payments.

Write manufacturer payment checks.

Automatically invoice clients for the balance due.

### Automatic General Ledger Transactions

Client Deposits

Accounts Receivable

Work In Progress

Accounts Payable

# STUDIO I.T.

## Manufacturer Bill

Priority	FS	Client	Vendor	Client Order	Product	Inventory	Description	New	Date	Order	Invoice
		DOUGLAS	MMI				Antique Round Side Table	✓			✓
		DOUGLAS	STELLA				Natural Wax Finish for Mahogany	✓	09/14		✓
		DOUGLAS	EUROFAB				Custom Area Rug	✓	09/14	1421	✓

manufacturer bill  
allows showrooms  
to place orders and  
track commissions  
receivable

### Daily Paperwork

Create quotes and automatically turn quotes into orders. Email orders to vendors and acknowledgements to clients.

Track and manage commissions receivable.

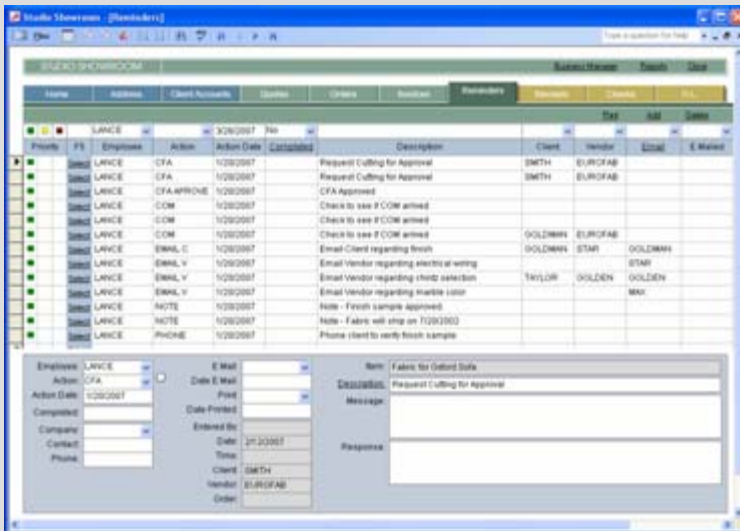
### Automatic G.L. transactions

Commission Income

Commissions Receivable

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## Reminders



reminders help keep orders on track and clients informed

### To do list

Studio Showroom provides employees a list of reminders or tasks that need to be completed to keep orders on schedule.

### History

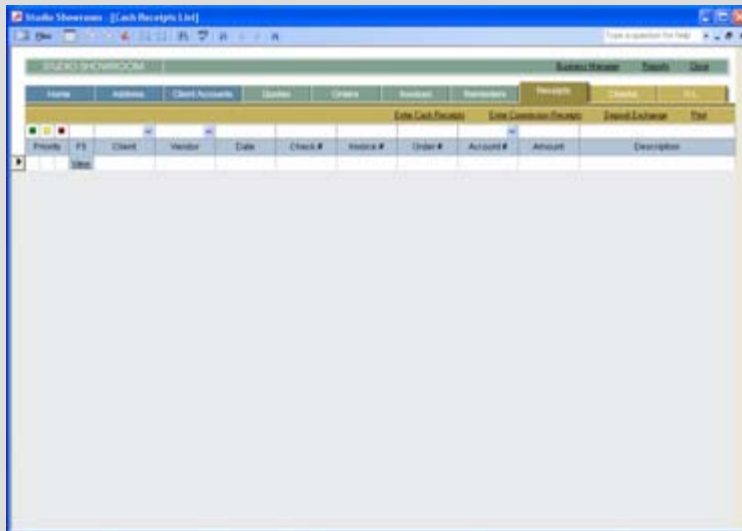
A complete history of all communication regarding an order is displayed for quick reference when employees follow up on tasks.

### Phone messages

No more lost phone messages. Studio Showroom keeps track of phone messages and maintains an ongoing history of all calls.

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## Cash Receipts



enter order payments from clients and commissions from manufacturers

### Client Payments

Receive client payments for orders and maintaining accurate checking account balances.

### Flexibility

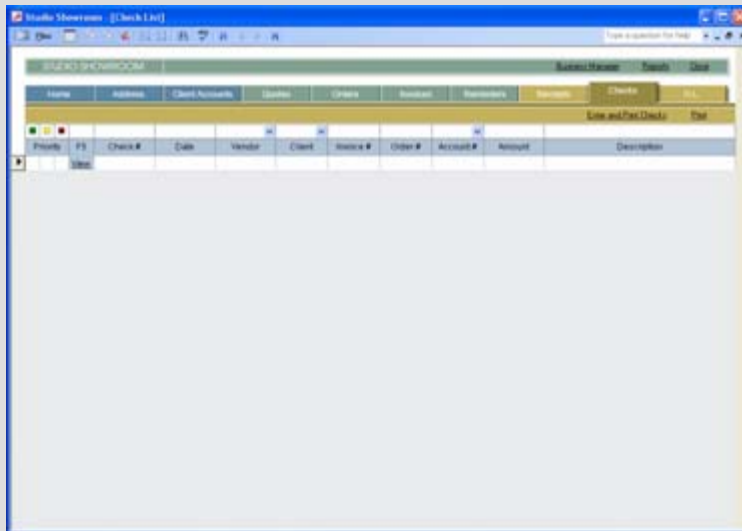
Enter client deposits and invoice payments in one simple step and the appropriate accounting transactions are automatically posted.

### Manufacturer Commission Checks

Enter commission checks received from your manufacturer and apply the payment to individual orders in one simple step.

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## Checks



print order and office  
expense checks

### Vendor Payment Checks

Vendor deposit and payment check entries are automatically created when client payments are received.

### Office Expenses


Enter and print checks to pay office overhead expenses.

### Check Detail

View account posting detail for each individual check. Studio Showroom tracks expense account details and updates order accounts payable as checks are printed.

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## Reports



	Report	Section	Description	Security
Select	2010	Account Management	Client Accounts	70
Select	2110		Sales Summary	70
Select	2120		Booked Shipped	70
Select	2210		Reminders	70
Select	3010	Accounting Management	Quotes	70
Select	3020		Orders	70
Select	3030		Invoices	70
Select	3110		Cash Receipts	70
Select	3120		Checks	70
Select	3130		Check Register	70
Select	3140		Checks Pending	70
Select	3145		AP Commission	70
Select	3150		Client Payment Application	70
Select	3210		1099	70
Select	3220		Statements	70
Select	3310		Sales Tax	70
Select	3320		Fabric Inventory	70
Select	4010	Financial Statements	Balance Sheet	99
Select	4020		Income Statement	99
Select	4030		Trial Balance	99
Select	4040		Journals	99
Select	4050		General Ledger	99
Select	5010	Sub Ledgers	Accounts Receivable	80
Select	5020		Commissions A/R	80
Select	5030		Accounts Payable	80
Select	5035		Commissions A/P	80

print reports to manage daily activities and track sales

### Management reports

Management reports track order details and provide information to analyze and manage orders.

### Sub ledgers

Sub ledger reports track detailed accounting transactions.

### Financial Statements

Financial statements summarize transactions to provide an accurate picture of the bottom line.

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## General Ledger

Studio I.T., Inc. Balance Sheet March 31, 2006 Consolidated		
<b>Asset</b>		
<b>Cash</b>		
Cash		\$3,140.40
	<b>Total Cash</b>	<b>\$3,140.40</b>
<b>Current Assets</b>		
AR Trade		\$0.00
AR Commission		\$3,934.48
Work in Progress		\$0.00
Inventory		\$1,180.80
	<b>Total Current Assets</b>	<b>\$5,115.28</b>
	<b>Total Asset</b>	<b>\$8,255.68</b>
<b>Liability</b>		
<b>Current Liabilities</b>		
Client Deposits		\$0.00
A/P Trade		\$3,274.40
	<b>Total Current Liabilities</b>	<b>\$3,274.40</b>
<b>Equity</b>		
<b>Owners Equity</b>		
Net Profit or Loss		\$4,981.28
	<b>Total Owners Equity</b>	<b>\$4,981.28</b>
	<b>Total Liability and Equity</b>	<b>\$8,255.68</b>

automatic general ledger  
accounting to manage  
the bottom line

### Automatic

Studio Showroom automatically generates general ledger accounting transactions as daily tasks are performed.

### Year end closing

Close the year with the click of a button. The prior year may remain open for one full year while adjustments are finalized.

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## System Requirements

Studio Showroom 7.0 system requirements

### **Operating System**

Windows XP service pack 2, Windows 2003 Server

One full Microsoft Office application must be installed for spell check and images to function.

### **Hardware**

1 GB or more recommended (2 GB if using Windows Vista)

Video card capable of displaying screen resolution of 1024 x 768

Network interface card (if networking is required)

Workstations must have a cabled network connection to the server

High speed Internet connection

Microsoft Access 2003 is required to customize your own Studio Designer reports

Individual security settings may affect the ability to install program updates and/or run the software

### **Important Considerations**

A wired network must always be used to insure a stable network environment. Wireless networks are unreliable and can cause data corruption.

Although Studio Designer will run on Windows Vista, we do not claim Vista compatibility. If installing on Windows Vista please expect additional support assistance from our support department at the standard Studio Support billing rate.

Although Studio Designer will run on MAC with Parallels, we do not claim MAC compatibility. If installing on a MAC please expect additional support assistance from our support department at the standard Studio Support billing rate.

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Studio Showroom Pricing				
features	Basic	Basic w/Reminders	Professional	Professional w/ Inventory
address management	x	x	x	x
quotes	x	x	x	x
orders	x	x	x	x
acknowledgements	x	x	x	x
invoices	x	x	x	x
client cash receipts	x	x	x	x
commission receipts	x	x	x	x
order checks	x	x	x	x
office checks	x	x	x	x
follow up reminders		x	x	x
general ledger accounting			x	x
accounts receivables			x	x
commission receivables			x	x
accounts payables			x	x
client deposits			x	x
work in progress			x	x
income statement			x	x
balance sheet			x	x
general ledger			x	x
trial balance			x	x
journals			x	x
inventory				x
price	\$1,750	\$2,750	\$3,750	\$4,750
<p>Studio I.T., Inc.                      545 Broadway, Suite 33                      Denver, CO 80203</p> <p>Phone: 720-932-1235  <a href="http://www.StudioToTheTrade.com">www.StudioToTheTrade.com</a></p>				

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## Training and Support Pricing

<b>Studio Maintenance Agreement</b> , first year subscription Installation of Studio Showroom Email notification of updates to Studio Showroom Updates to Studio Showroom	Included
<b>Studio Maintenance Agreement</b> , after first year Email notification of updates to Studio Showroom Updates to Studio Showroom	\$350 per year
<b>Personalized Online Training and Support</b> Personalized online training and support Prepaid support may be purchased at a discounted rate	\$135 per hour \$105 per hour
<b>Online Training and Support 30 Hour Package</b> Prepay 30 hours of online support and save \$900 This package is recommended for all new Studio Showroom users Sales 2 Hours program defaults - system master, sales codes, addresses 4 Hours sales training - quotes, orders invoices, receipts, reminders, expediting 4 Additional hours - follow up training, general questions 2 Hours - employee commissions and 1st month commissions with accounting personnel Accounting 2 Hours - inventory training 6 Hours - accounting training 10 Hours – input beginning balances, reconcile 1st bank statement, follow up questions	\$3,150

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## Additional Options

<b>Studio Showroom SQL Version</b>	\$1,500
Upgrade to the Microsoft SQL version for an additional \$1,500	
<b>Studio Synch</b>	
Inventory bar code scanner and management software	
Symbol CS1504 Keychain Scanner	
1 st scanner, cable and software	\$1,000
Additional scanner	\$200
Additional user without scanner	\$150
Flic Batch Scanner	
1 st scanner, cable and software	\$1,100
Additional scanner	\$300
Additional user without scanner	\$150
<b>Additional Users</b>	
Studio Showroom additional users	\$150 each
<b>30 Day Free Trial</b>	
Try Studio Showroom at no cost for 30 days.	

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