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## **Eastco Interiors**

Managing many complicated legal agreements can be a daunting task. It's even more upsetting when you can't find the agreement. Eastco Interiors has many open contracts that were stored in filing cabinets and more commonly on employees' desks. There was need for centralized electronic storage of contract data.

### **Customer Profile**

Eastco Interiors is a long standing Denver Colorado business. As a contractor in the construction business they focus primarily on flooring and tile solutions.

### **Business Situation**

Large paper contracts were not always easy to find in the busy daily affairs at Eastco Interiors. Calls for contract information often of a legal nature would send staff into a tail spin trying to find who last had the document.

### **Solution**

Windows server and a scanner alleviated this ongoing frustration. All contracts for labor, material, vendors, etc are scanned onto the Microsoft Windows Server by job number. The owner and employees can login to their windows domain and access contract information in their new electronic document office.

### **Benefits**

- Quick contract information retrieval.
- All information available to the entire staff. Multiple employees could be looking at the same contract at the same time without conflict.
- New staff can quickly and easily get up to speed on contract performances.
- Accounting improvements: AR and AP are easier to resolve with electronic filing.
- Sale: Bidding on new projects often follows previous work. Reference information from past jobs is easy to access. This cuts down the time for bidding new work.