

Make office management easier and faster so you can focus on more productive activities and generate new cash flows for your business.

RP Office is an integrated software package that helps you complete property management tasks with less time and effort. RP Office simplifies routine tasks, enables staff to be more productive and lets them focus on high dollar-value areas of the business.

Increase your revenue lines and overall profitability as RP Office allows you to manage more clients without impacting on your customer service levels

✓ **Quick and easy to use**

Get diverse property data on the one screen in real time

✓ **Automate routine tasks**

Reduce the effort and errors associated with everyday administration tasks

✓ **Electronic Document Storage & retrieval**

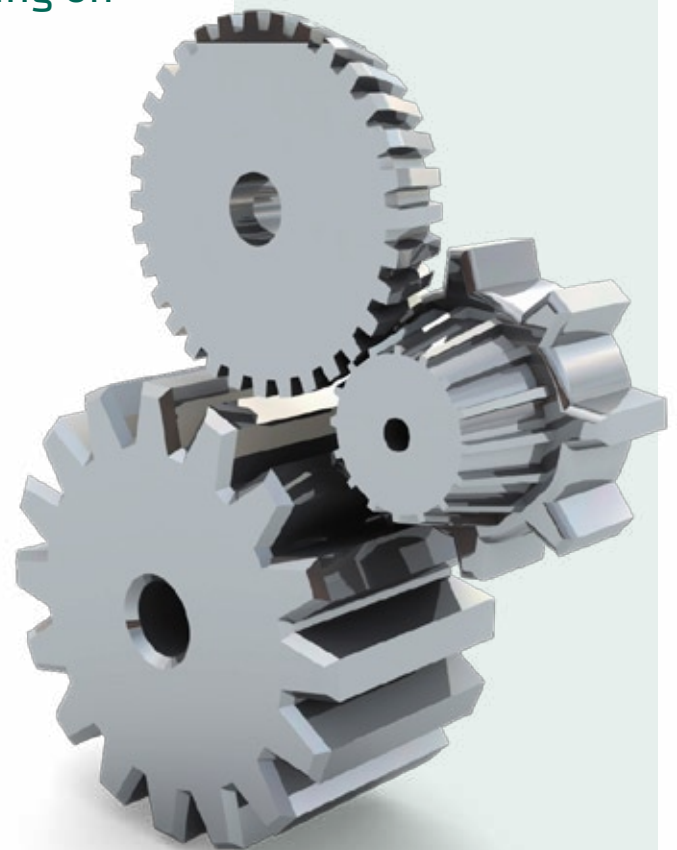
Saves space, time and the incidence of lost files

✓ **No logging off & backups**

Save downtime during end of month and statement runs

✓ **Email Landlord Statements**

The faster, more convenient way to send statements including attached creditor invoices



Evolve with the latest technology and exceed customer expectations with the most comprehensive reporting.

Work Station

Now you can get Tenant, Landlord and Property information instantly and in real time. In fact with RP Office you stay on one screen 90% of the time making the system quick and easy to use.

Task Automation

Now it's easy to ensure that staff follow proper office procedures and that routine tasks will not be overlooked. Simply set up automatic prompts for activities that need action and RP Office does the rest. It will even automatically print or email letters to tenants and landlords, send SMS messages and give you reminders.

Document Storage

Hard copies of documents take up storage space and can sometimes be mislaid. RP Offices' electronic document storage not only saves space, it saves time. All staff can have access to documents at the same time and retrieve documents faster.

Minimal Downtime

With RP Office, staff don't have to log off and back up during end-of-month or statement runs. Which means they can use that time to continue to work on revenue-generating activities – every month of the year.

Email Landlord Statements & Creditor Invoices

Landlords value being informed in a timely manner, and email is the quick and easy way to do it, especially if they are overseas. What's more you can attach creditor invoices at the same time enabling you to provide a better service.

The RP Office Difference

As Australia's leading property information service provider, RP Data has conducted extensive research into what real estate professionals look for in an office management system. RP Office is the result. A convenient, fully featured system that will help you and your staff save hours in routine tasks so you have more time to focus on servicing your clients.



Sydney ■ Melbourne ■ Brisbane ■ Perth ■ Adelaide ■ Wellington

CALL US FOR AN OBLIGATION-FREE DEMONSTRATION:

Sales 1300 789 303 ■ Customer Service 1300 734 318

www.rpdata.com