

**For Immediate Release**  
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**ANNOUNCING FORMS ASSISTANT FOR OFFICE 2007**

**Provides Quick Document Generation, Increases Productivity,**  
**Resolves Security Risks and Reduces IT Costs**

**January 14, 2009 – Seattle, WA.** Given the current economic climate, firms are under increased pressure to improve productivity, increase efficiency and lower costs while still providing quality work product to their clients. With this goal in mind, Payne Consulting Group is pleased to announce its new and improved Forms Assistant product for Office 2007 that helps companies produce quality letters, memos and other types of documents in record time.

As a recognized expert in Microsoft Word and other Microsoft Office components, Payne Consulting Group leads the way in helping users make Office work for them, not the other way around.

Forms Assistant is one of many “Assistant” products in the library of desktop automation solutions from Payne Consulting Group. Tens of thousands of people use it every day to quickly create letters, memos, fax cover sheets, agreements and other legal documents. Forms Assistant is customizable and flexible, integrates easily with document management systems, offers multi-language capability and simplifies the process of creating long, complex documents. Each Forms Assistant is custom designed to meet the unique needs of each company, including incorporation of logos, letterhead formats and other firm-specific information.

What increase in efficiencies can you expect to realize with Forms Assistant?

- **Lower Training Costs:** Clients report reduced time and resources dedicated to training on Office 2007 since the tasks of creating documents used in day-to-day operations are streamlined and easy to understand.

- **Document Uniformity:** Ensures that users consistently create documents that adhere to corporate branding as to look and function, using the same formats across the firm.

- **Minimized Risk Management Issues:** Users no longer need to risk including data about other clients or previous matters in new documents - Forms Assistant’s Recycle feature accesses existing work product, allowing users to easily create new documents

based on existing documents, make changes to sender and recipient information, as well as document formats;

- **Increased Productivity:** Forms Assistant eliminates the guesswork of even the most complex task in Word 2007 – to the point where every user, from entry-level staff to executives can create documents quickly. Forms Assistant also provides a variety of methods for the document creation process, allowing users the ability to create quality documents using the methodology that best meets their needs.

- **Information Accuracy:** With its Microsoft Outlook and MAPI-compliant data source (contact management system) integration, users can access accurate and up-to-date information for recipients.

- **Knowledge Management:** Utilizing Microsoft Word's new *Quick Parts* technology, Forms Assistant's unique Smart Blocks feature lets users not only build a library of commonly-used blocks of text, but also share them across a company's network with other users.

With Forms Assistant, firms no longer need to fear an upgrade to Office 2007, scramble for more training/support dollars, or suffer through decreased productivity as users relearn how to create vital work product.

Contact Payne Consulting Group at 1-888-GOPAYNE (1-888-467-2963) for more information on Forms Assistant or any of Payne's many desktop solutions.

### **About Forms Assistant**

One in a line of many widely recognized "assistants," Forms Assistant is easy to use and offers features that you won't find in other similar document template products for Microsoft Office. As a template based document automation utility, Forms Assistant allows users to quickly create everyday documents, including letters, memos, fax cover sheets, agreement and legal pleadings. The Forms Assistant is customized to include your logo, letterhead and other firm-specific information.

### **About Payne Consulting Group**

Payne Consulting Group is a software training and development company headquartered in Seattle, WA. Donna Payne and Payne Consulting Group have authored twelve books on Microsoft products including: *Word 2003 for Law Firms*, and *Excel for Law Firms*. The company specializes in developing "Assistants" software including Metadata Assistant, Numbering, Style, Forms and Pleading Assistants. Payne also offers training, courseware, project management, and custom development.

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