

### Bar Coding Helps Accounting Firm Keep Better Track of Customer Records

#### CLIENT NEED

An Accounting Firm was recently in the process of moving locations. They called on a local My Office Planning Group member to help with the move. The customer had 4 post shelving and color coded folders. Management stated that they wanted to someday scan all records while at the same time save space.

#### MY OFFICE PLANNING GROUP SOLUTION:

Rather than scan all the records (after explaining to the client the theory of garbage in, is garbage out), the My Office Planning Group member recommended a comprehensive file tracking solution incorporating a bar code system to track folders.

This included TABQUIK Software, new folders, two wands, new color coding strip labels, asset tracking and a new printer. Now, the Accounting Firm could track the folders going to each office.



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