

# NDI – “Free Demo” E-mails

## Auto-responder:

Subject: NDI FREE demo - Instructions

Thanks for signing up to receive a FREE demo of our services! You’ve just taken the first step to simplifying your business’ document storage and retrieval needs. This demo will consist of three easy steps:

- 1) Use our free-shipping offer to send us some documents that you would like to have imaged.** You will soon be receiving a prepaid DHL shipping label. Just attach it to your file box and make sure the lid is securely taped shut, and you’re done! We’ll even arrange the DHL pick-up for you.
- 2) Within 24 hours after receipt, your files will be processed and converted into easy-to-manage digital images.** We’ll send you an e-mail to confirm that we received your package, and don’t worry -- your information will always be kept private as stated in NDI’s strict confidentiality agreements.
- 3) A CD-Rom containing your files will be immediately overnighted to you.** All of the documents you sent us will be available electronically via the free built-in software, which provides user-friendly search and retrieval capabilities. Your original paper files can then either be disposed of with our complimentary shredding service or sent back to you for a small shipping and handling fee of \$10.00.

Once your demo is complete, we will contact you for feedback. If you decide to retain our services, we will also discuss ways of how we might further customize our document imaging to better suit your

particular needs. Our customers are our No. 1 priority, and we want to do everything possible to make sure you always receive exceptional service.

We're confident that after this demo, you'll see firsthand how document imaging can provide your business with great benefits. You'll receive quick and easy access to your information, increased security with encryption and password-protection, and reduced expenses and storage space. NDI's services will boost your business' bottom line by improving efficiency and productivity!

### **Demo Web Copy:**

We'd love to have the opportunity to share with you the many benefits of document imaging. See firsthand what NDI can do for your business. Just fill out the form below for a FREE demo!

**It's simple and quick** -- After we receive your information, we'll arrange free shipping for you to send us some documents you'd like to have imaged. Once we get your paper files, we'll process them within 24 hours and have a CD-Rom immediately overnighted to you that contains an electronic archive of all your information. You'll also receive free built-in software that provides user-friendly search and retrieval capabilities.

What are you waiting for? Sign up today for your FREE demo and experience the NDI difference!

### **Shipping Label E-mail:**

Subject: NDI – Here's your pre-paid shipping label

Thanks again for your interest in NDI! We're excited that you have chosen to participate in this free demo of our services. A pre-paid DHL shipping label has been included with this e-mail. Just attach it to your package and let us do the rest! It's that simple.

We'll arrange the pick-up and will send you a confirmation e-mail when we have received your documents. Within 24 hours, your information will be converted to an easy-to-manage electronic archive, which will be available via the CD-Rom that we will immediately overnight to you.

We look forward to meeting and exceeding your expectations! If you should have any questions, please do not hesitate to contact us.

### **Follow-up E-mail (if they have used the shipping label):**

Subject: NDI – Confirmation of receipt of package

Hello! We have just received your package and will soon begin document imaging conversion. The process will take no longer than 24 hours to complete. During that time, we will be scanning your paper files to create digital images.

Once complete, your information will be stored on a CD-Rom and immediately overnighted to you. You can then use the free built-in software to search and retrieve specific documents. No more shuffling through countless piles of paper – by using our digital archives, your information is at your fingertips with just the click of a mouse.

NDI's document imaging services can improve your company's efficiency and productivity!

### **Follow-up E-mail (if they haven't used the shipping label):**

Subject: NDI – FREE demo follow-up

Hello! You recently signed up to receive a FREE demo of NDI's document imaging services. However, it appears that the pre-paid DHL shipping label we sent you has not yet been used.

If you did not receive the e-mail with the free shipping offer, please contact us so that we can resolve the issue immediately. We aim to make our demo process as convenient as possible and are willing to do whatever it takes to see that your needs are met. Providing exceptional customer service is our No. 1 priority!

We're sure that after you experience our FREE demo, you will be convinced of the numerous benefits provided by NDI's services. When you upgrade to digital archives, you gain quick and easy access to your information, added security, and reduced expenses and storage space. Document imaging can increase your company's efficiency and productivity, which will boost your bottom line as a result!