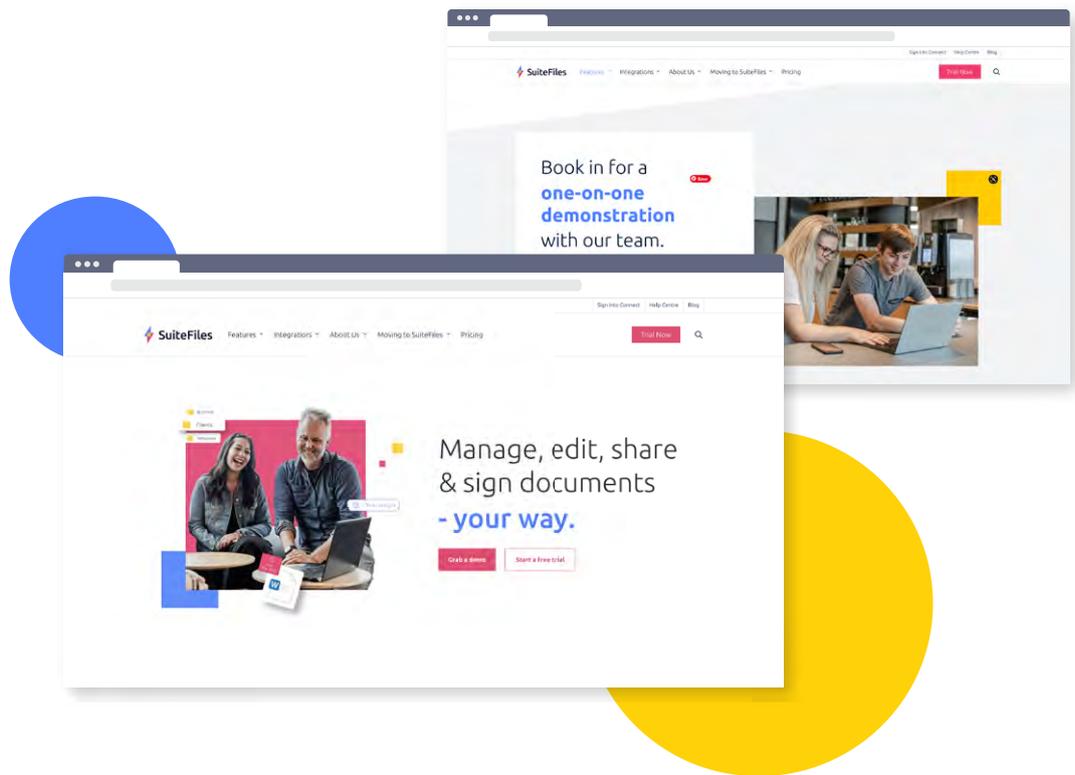# SuiteFiles

Everything you need
in one place.

Welcome

Simple document management and so much more.

Document creation, collaboration, and signing all in one spot. SuiteFiles is simple – yet powerful – document management software for accounting and professional services firms. Our workflows are exactly what small to mid-sized firms need to grow along with their clients. We back your daily activities, integrating with Xero, Karbon, Microsoft 365 and more.

For more information check out **suitefiles.com**

Here's some of the suite ways we can enhance your business:

Improve your efficiency

SuiteFiles removes steps from time consuming processes which chip away at the limited hours you have in a day. If you have a vexing task that's impacting your productivity, it's likely we've found a way to automate it.

Enjoy the perks of being cloud based

Access all of your files with just an internet connection, no matter where you are. No need to hold onto folders worth of paper and risk misplacing something, any elusive file you may have is a search away from being found.

Collaborate more effectively

We make easy collaboration and secure sharing within your team and with clients possible. Always work with the most up-to-date document and keep track of how it's progressing.

Store your files securely

Manage all your permissions to grant access to, and delete folders and files. SuiteFiles documents are kept safe in your own Microsoft environment, secure, and recoverable within Microsoft's leading-edge retention framework.

For years, we've been helping businesses hop off aging servers, save costs on continued IT support and free up more time to look after their clients.

SuiteFiles is packed with features to help you cut down on your downtime.

Document & Email Management

While file management can get complicated, we strive to keep it as simple as possible. This begins with the ability to store and edit all of your documents, emails and tasks in one place. We've also got you covered with document and email templates which you can auto-fill with client data using our integrations. As you navigate through files, you'll be able to use our intuitive folder system and advanced search settings to quickly locate whatever you're after.

Task Management

Send tasks to colleagues for an easy follow up process, request changes to a document, an upload, or a task, then instant message within SuiteFiles. Have your colleagues click complete when done!

Digital Signing

Digital signing makes being a paper-free business just a little bit easier. Use our digital signing tool to set documents up for signing, send them direct to signatories, and be notified when they're complete.

PDF Tools

Review and customise PDFs in SuiteFiles without juggling several applications. Make annotations whenever you need to mark areas of interest or jot something down, and merge PDF files to save time compiling your PDFs.

Client Portal

Request signatures, files and feedback from clients all through SuiteFiles Connect. Don't worry about making clients create unique sign-in credentials, they'll be able to transfer their login details from existing Xero or Google accounts.

Integrations

Use all the tools you love, with SuiteFiles. Our integrations make processes even simpler by linking everything back to your document management system. We integrate with Microsoft 365, Xero Practice Manager (XPM), Karbon and more.

SuiteFiles saves us over 80% on our document management costs, and hundreds of hours in administration.

Marius Fourie
Director and Business Advisor
North Advisory

To see SuiteFiles in action, book a demo **here**.

Simple pricing
- no matter your needs

Semi-Suite

$25 Per Month Per User
Minimum of $250 or 10 users

Web access, file explorer, and offline access

Automated functionality with integration partners such as Xero and Karbon

Secure storage

On-demand training

View and annotate PDFs

Email management and Outlook integration

Paid bulk folder generations

Best value for small to medium

Super Suite

$45 Per Month Per User
Minimum of $225 or 5 users

Web access, file explorer, and offline access

Automated functionality with integration partners such as Xero and Karbon

Secure storage

On-demand training

View, annotate, merge, reorder, rotate, add and delete pages in PDFs

Email management and Outlook integration

Automated tool for simple bulk folder generations

Unlimited digital signing – secure, no SuiteFiles log in for your clients, your branding, automatic filing

SuiteFiles Connect – client portals for collaboration

Annual Customer Success check in to get the most out of SuiteFiles

Try for free

Super Suite
For Enterprise

Price on Application
For 100+ users

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Pricing current as of June 2023

Any questions?

Adding new tech to a business can be a big process. If you've got any questions at all, send us a message here – we're happy to help!

We offer onboarding, training, help centre resources and ongoing support.

Contact us

SuiteFiles

Join us for a free demo here

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