



# Document Management Service

Subscribe now to this Software-as-a-Service

DMS is a document management service that lets you share files and collaborate with your business partners, vendors, employees, associates and clients over a secured web interface. DMS is an on-demand secure and scalable service to store, backup, email, fax, and manage your business documents, files, emails, music, pictures, or favorite web links from anywhere, anytime.

- ◆ Increase security and compliance
- ◆ Enhance Client Interaction
- ◆ Reduce Risk of Data Loss
- ◆ Improve Collaboration
- ◆ Intuitive User Interface
- ◆ Role Based Security Access
- ◆ Integration with MS Office and Outlook
- ◆ Mobile connectivity with a Smartphone



DMS allows access to your files from anywhere you have an internet connection. Connect via your computer or mobile device.

- ◆ Check-in /Check-out files
- ◆ Share with clients
- ◆ Send the file in an email right from the server
- ◆ Fax the document right from DMS
- ◆ Store business critical files
- ◆ Collaborate with workgroups
- ◆ Control Workflow

Sign up at [www.DocSharing.com](http://www.DocSharing.com)

- ◆ **Scalable** for any size to meet the demands of a large business and for small companies even just for one person
- ◆ **On-Demand** technology allows for a very quick setup of your new account. From sign up to start up in minutes.
- ◆ **Cost-Effective** because you do not need to invest in any hardware, tape backups, software, or personnel.
- ◆ **Secure** your business critical documents with MaestroTec's DMS and our industry leading hosting company, NaviSite.



## Pricing Plans

Plans	Storage	Members	Monthly	Annual	Add 1GB	Add Members
Free Trial	15MB	2	Free	N/A		
Professional	1GB	1	\$10.00	\$100.00	\$10/month	\$8/month
Team	2GB	5	\$45.00	\$450.00	\$10/month	\$7/month
Group	5GB	10	\$80.00	\$800.00	\$10/month	\$6/month
Corporate	25GB	20	\$140.00	\$1,400.00	\$10/month	\$5/month
Enterprise	50GB	100	\$600.00	\$6,000.00	\$10/month	\$4/month

### Free Trial

The free trial comes with 15 MB of disk storage and 2 users (members). The purpose of the free trial is to give you an opportunity to play with the service without any obligation.

Any time during the trial period or at the end of the trial period (15 days), please go to the home page [www.DocSharing.com](http://www.DocSharing.com) and open an account and select a service plan that best matches your needs. You will be starting with a fresh new account (no cabinets, folders, or documents will be copied from your trial accounts).

### Professional Plan

The Professional Plan is an individual plan. The cost of the first member includes disk space of 250 megabytes. Additionally members can be added at a discounted price.

### Business Plans

There are several Business Plans to choose from that vary in price, the number of members, and amount of disk space included. If you don't find the plan that best suits your Business then please contact us at [DMS@maestrotec.com](mailto:DMS@maestrotec.com) and we will work with you to meet your needs.

### Guests

Unlimited Guest Members are welcome with your subscription. Guest members have limited functionality with view-only access to their shared documents folder. To allow the guest access to manage documents they can be converted to a full member / subscriber.

### Custom Backup & Delivery

Custom backups are available on an as-needed basis. This option will allow you to request specific backups or FTP service of your documents, which will be delivered to you or some requested location. Please contact us at [DMS@maestrotec.com](mailto:DMS@maestrotec.com) to discuss options and pricing.