



**Are you ready for  
a new way  
to enhance  
your**



**less  
paper office**



# How is it being used?

## Bundles/Closing Books

Send all relevant documents in one easy to browse file

## Audits

Easily and quickly review a collection of documents without the need to print

## Board Packs

Synchronisation means everyone receives the same up to date information

## Pitch Documents

Differentiate your bid with a professional electronic Binder

## Internal Guides

Provide staff with one centralised file containing a number of documents from varying locations

## Sales & Marketing Brochures

Mobile marketing brochures that are more appealing than just a PDF

## Archiving

Replace paper archive with an electronic version

## Day to Day Matter Viewing

Integrate with your Document Management System to view a whole electronic matter in a familiar binder like tool



London | Paris | Hong Kong | Sydney

[www.nikecsolutions.com](http://www.nikecsolutions.com)

Nikec Binder helps you **manage** and **organise your documents**, by collating files into a single electronic Binder that mimics a traditional ring binder for your ease of use.

Ease the transition from paper based to electronic files by creating Binders, so employees can **easily work** on a set of documents in the office or on the move. View documents, make annotations and **collaborate** with clients without the need to print anything.

# Benefits



## Efficiency

Quickly create, manage and organise documents in a Binder to make working with electronic files more efficient



## Easy to Use

The intuitive interface reflects a traditional ring binder making working with the electronic file familiar



## Collaboration

Give access to all relevant documents in one place



## Mobility

Avoid carrying around mass amounts of paper by using the Binder on your laptop or tablet



## Security

Reduce risk of mislaid paper documents with a fully encrypted Binder



## Integration

Seamlessly add and update documents from Outlook and your Document Management System