

## New Partnership

# Introducing a New TVN Partner Product:



Online document management  
for virtual professionals  
and their clients

Your website.

Your online tools.

Your virtual filing cabinet.

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



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

877-FILEWORKS  
877-345-3967

## OPPORTUNITY FOR YOUR BUSINESS

# Setting Up Your Client Companies with VAExchange Accounts is Mutually Beneficial!

VAExchange is your virtual file cabinet for anytime, anywhere access to documents and files through a simple, secure, accessible website—at a fraction of the cost of an in-house server.

**You and your clients can focus on your primary business.** Rely on our professional engineers, instead of hiring IT staff, to provide and maintain secure servers for your documents.

### For You

**You** enhance your professionalism by introducing your clients to a sophisticated, secure, value-added service that lets them know you care about the security of their documents and files. Plus, you've taken the first step in a disaster recovery plan for you and your clients' businesses.

**You** have easy access to files and documents with just an Internet connection.

**You** have more security than most small businesses can afford in-house, such as state-of-the-art firewalls, document encryption and immediate off-site replication to an offsite back-up data center.

**You** save money with a discount negotiated by TVN. (Use the TVN non-member promo code **NMTVN34Y**.)

**You** earn money when your client companies sign up and use their own accounts.

**You** can organize your clients and add services to help them convert to a paperless office with scanning & filing; mail receipt, sorting, scanning & online delivery; expense tracking, scanning & filing; invoice processing, scanning and filing; etc.

### For Your Clients

**Client companies** are reassured that their company files and information are safe.

**Client companies** receive free User-level access for you, their virtual professional.

**Client companies** collaborate with you by adding notes and using electronic signatures—and it's all stored with the document.

**Client companies** can secure all of their documents and files using VAExchange. If they already have a server in house, using VAExchange lets them avoid exposing their in-house network.

**Client companies** are billed directly for the account—so you aren't responsible for carrying their accounts or rebilling.

**Client companies** can use VAExchange to help them comply with SOX and HIPAA regulations. The Account Owner can assign you rights to help with account administration and maintenance.

**Client companies** control internal and external access to their files with Rights Management tools.

# VAExchange Pricing for TVN Non-Members

## Virtual Assistant

- 5% discount on VAExchange base account subscription
- 4% commission on client company accounts (base account and Users) for all linked client company accounts
- Free User-level linked access to all linked client company accounts
- One month free trial

## Your Client Companies

- One free user-level access for virtual assistant (\$14.99 value per month)
- One month free trial

## Pricing for Your Account

### Base Account **\$28.49 / month**

*(regularly \$29.99 / month—a 5% discount every month!)*

- Account Owner Access
- 1 GB Storage
- Unlimited Instant Notifications
- Unlimited Electronic Signatures
- Unlimited Email Links
- Custom Scanning Software
- Unlimited Guests

### Linked Client Accounts **\$0.00**

Free User-level access to your clients' VAExchange accounts

### Additional Users **\$14.99 per user / month**

### Toll-free U.S./Canada Fax Line **\$9.99 / month**

For incoming or outgoing U.S. or Canada faxes. Price includes 50 incoming or outgoing pages; then 7¢ per page

### Outgoing U.S./Canada Faxes **7¢ / page**

Without the purchase of a fax line

### Additional Storage **\$14.99 per GB / month**

## Pricing for Your Client Companies

### Base Account **\$29.99 / month**

*(includes free User access for you, the virtual professional)*

- Account Owner Access
- Free User access for you (a \$14.99/month value!)
- 1 GB Storage
- Unlimited Instant notifications
- Unlimited Electronic Signatures
- Unlimited Email links
- Custom Scanning Software
- Unlimited Guests

### Linked Virtual Assistant **\$0.00**

Free User-level access for one linked virtual assistant

### Additional Users **\$14.99 per user / month**

### Toll-free U.S./Canada Fax Line **\$9.99 / month**

For incoming or outgoing U.S./Canada faxes. Price includes 50 incoming or outgoing pages; then 7¢ per page

### Outgoing U.S./Canada Faxes **7¢ / page**

Without the purchase of a fax line

### Additional Storage **\$14.99 per GB / month**

## How It Works

### Step 1

Sign up for your VAExchange account.



- Go to [www.FileWorks.com](http://www.FileWorks.com) > **Products > VAExchange** to sign up for your account.
- Enter the TVN-member-only **promo code NMTVN34Y** to receive TVN member pricing.

### Step 2

Get your VACode.

- Your VACode will be included in your account activation email.
- Once your account has been activated, your VACode will be listed under the **Account** tab in your Account Summary.

### Step 3

Invite your clients to create a linking VAExchange account for their company

- Your client clicks to [www.FileWorks.com](http://www.FileWorks.com) and selects **VAExchange** under the **Products** menu.
- Your client signs up for an account (under **Free Month Trial**) and enters your VACode during the sign-up process. *(Note: Make sure they enter this in the VACode field, NOT the promo code field.)*
- The VACode, will automatically link you as a VAUser on your client's account. In addition, it prompts **VAExchange** to link the account to you for commission.

You and your client can begin exchanging documents in an accessible, secure, auditable online environment.