

DOCUMENT MANAGEMENT FOR ACCOUNTANTS

A digital office - reimaged for the perfect practice

Create standard emails and documents at light speed. Templates make it quick and easy to create standard emails, documents, and files, and to file them consistently.

Want to create your own templates?

Looking for some **template assistance**?

Our template service provides you with a helping hand to bring your templates into your platform and optimise them for consistent document creation and filing, ensuring maximum productivity. Our expert team works with you to ensure your templates are configured to your requirements.

Enhance productivity for your practice with our template expertise - let's build a smarter, more efficient tomorrow together.

Our Services:

We have tailored packages, no matter your requirements, to help you **templatise** your documents. We offer the following services:



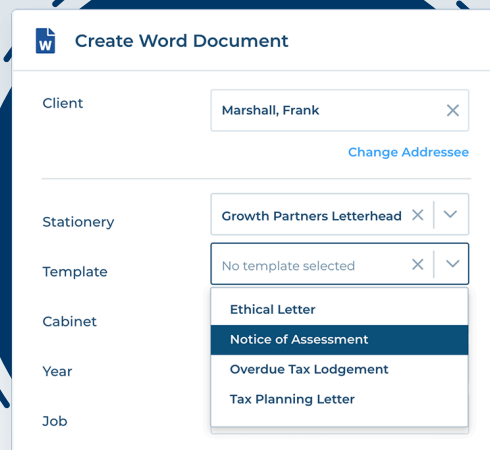
Template Blocks

Import and optimise existing document templates for use with FYI.



Custom Template Build

For large quantities of pre-existing document templates, outside the defined template block service, a tailored quote will be provided.



Create Word Document

Client: Marshall, Frank × [Change Addressee](#)

Stationery: Growth Partners Letterhead × ▼

Template: No template selected × ▼

Cabinet: ▼

- Ethical Letter
- Notice of Assessment**
- Overdue Tax Lodgement
- Tax Planning Letter

Year: ▼

Job: ▼

“Practice success means being as efficient as we possibly can - FYI helps us achieve.”

Lucy Handley, Accounts and Advisory Manager | **Ammu**

PACKAGE DETAILS

Template **block**

Streamline and standardise your document creation and filing with templates in FYI. Auto-create standard and personalised documents in seconds, merging client data in documents with just a click. If you're short on time or need some assistance to configure and optimise your pre-existing templates, let our experts get you started.

This service is for you if:

- ✓ You understand the fundamentals of templates with FYI
- ✓ You need some extra assistance to configure and optimise templates for use with FYI
- ✓ You don't have the resources to configure and optimise templates in your FYI platform

Service details:

Block of 10 Templates	Block of 20 Templates
Your consultant will configure, optimise and activate a block of 10 of your chosen pre-existing templates, ready for your team to start using.	Your consultant will configure, optimise and activate a block of 20 of your chosen pre-existing templates, ready for your team to start using.
TOTAL INVESTMENT* FROM \$199	TOTAL INVESTMENT* FROM \$398

If you're interested in this package, complete the form to kick off your project.

[BOOK THIS PACKAGE](#)

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*this service is limited to a total of either 10 or 20 of your selected pre-existing templates that you'd like configured for use with FYI. If you have a large quantity of document templates, enquire for our custom template service for a tailored quote to meet your specific requirements.



More time
for **more**



fyi.app