

## Dodd & Co Chartered Accountants

### The 'Paper-less' Accountancy Practice Becomes A Reality



Carlisle Castle

Imagine an office where important documents were stored safely away where they could be accessed at the touch of a button. Instead of having a desk piled high with papers and a hoard of metal filing cabinets taking up space, you could have a clutter-free working environment.

It sounds like a tall order, but Chartered Accountancy firm Dodd & Co based in Carlisle and Penrith is making the 'paperless office' a reality. Using a software system called DocuSoft, the company is utilising technology to improve efficiencies in its business. The DocuSoft electronic document and records management software system is shared by all 100 members of the firm.



**Martin Ward**, Technical Audit Partner Partner at Dodd & Co and Corporate Finance specialist, explained how the program worked for them: "The switch to DocuSoft completely revolutionised the way we work. Incoming and outgoing post is scanned into the system and client e-mails are quickly and easily stored. The post can then be passed through the workflow system and can be accessed by the relevant individuals with increased speed and efficiency. It is also very easy to track the progress of work throughout the organisation."

"As our Carlisle and Penrith offices have a secure datalink between them we also benefit from the ability to access all client correspondence from whichever office we are in, thus enabling us to more efficiently respond to queries without having to wait to return to our own office to look up a paper file."

Founded in 1981, Dodd & Co has experienced consistent growth over the years and is a keen 'early adopter' of new business solutions, including new technology.

Martin Ward explained the storage problem the company was facing before the implementation of DocuSoft: "The use of technology in the office has significantly increased the efficiency of our practice, however, this led to an increasing number of paper files which takes up valuable office space and costs staff time and effort when filing and retrieving paperwork".

Photo/contact Martin Ward on 01228 530913 or email [martin@doddaccountants.co.uk](mailto:martin@doddaccountants.co.uk)

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For more information on the DocuSoft system or to arrange a presentation simply send an e-mail to: [info@docusoft.net](mailto:info@docusoft.net) or visit [www.docusoft.net](http://www.docusoft.net) and submit a request or phone **020 8339 6124**.

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