

#### BookWorks

- Book & Product Fulfillment
- Order Entry & Fulfillment
- Reporting & Analysis
- Job Costing
- Customer Service
- Royalties & Subsidiary Rights
- Marketing & Campaign Management
- A/R & Credit Control
- e commerce
- Sales Prospector
- Publishing Accounting Systems

The Media Services Group, Ltd.

BookWorks

Book & Product Fulfillment

Module

Whether for books, videos, CDs or ancillary products, BookWorks offers a comprehensive solution. The software is fast, flexible and designed to be tailored to the unique operating needs of most publishers. BookWorks has been created by publishing people who understand that the flow of the order entry process is critical to a system's return on investment. BookWorks reflects this hands-on understanding with its "Quick Entry" screens.

For those publishers who require a completely integrated system that consists of subscription fulfillment as well, Media Services offers a combined BookWorks/CircWorks solution. The combined software provides a powerful environment for handling paid, controlled and free subscriptions, on-line services, membership and product fulfillment.

#### The BookWorks design and architecture achieves three important goals:

- High levels of productivity are maintained among the order processors.
- Marketing receives the detailed information and analysis it needs to more effectively sell and compete.
- Accounting maintains excellent credit and audit controls.

Order creation may be done from direct entry or through Telesales, electronically, or based on other user-defined parameters. During the entry process, users have all information available on-line to review the order process or to make exceptions. Users can review pricing, backorders, cash on account, receivables information, product descriptions and scripts where applicable, and multiple warehouse locations. Invoices and picking documents can be printed on demand to expedite shipments.

Information is entered once and updates all related files throughout the system. All information is available either on-line or in standard and ad-hoc queries.

