



**Functionality Comparison-QBS vs. Manual Process**

<b>Manual Process Steps – Cost Issues</b>	<b>Automated QBS</b>
Generate QBS Letters	Included
Fax Machine – Sending and Receiving	Included
Fax Machine Upkeep (Paper/Ink/Jams, etc)	Included
Manual Sorting/Matching/Organizing Faxes by Firm	Included
Stamping Letters with Signature/Date	Included
Preparing Coversheets	Included
Inability to Read Faxes	Included
Entering Fax Numbers to Send	Included
Filing and Boxing of Faxes for Storage	Included
<b>Customized Reporting Costs</b>	
Audit Reporting and Quick Search Functionality	Included
Oversight of Client Accounts	Included
Perform Assessments	Included
Track Notes	Included
<b>Storage Costs</b>	
Electronic Record Keeping (Archival)	Included
Searching & Retrieval Costs	Included
Paper Copies Kept 6yrs	Included
Shredding	Included
<b>Compliance/Audit</b>	
Transaction Log	Included
Supervisory Oversight Tool	Included
Record of Date Signed	Included
Centralize All QBS	Included
Business Continuity – Manage workload from multiple sites	Included
Verification of Delivery and Receipt of QBS Letters	Included
<b>Counter Party Contact Database</b>	
Store and Research Complete Database of EB/CB Contact Info	Included
<b>Continuous Automated Process Development</b>	
Application Maintenance	Included
Outsourcing	Available
Lost Documents	Never
Future Releases	Included
<b>Green Solution</b>	Included