



NEWSLETTER

Welcome to our January 2008 Newsletter aimed at sharing news and ideas with you and highlighting some issues you need to be aware of.

Start the New Year by Going Green

Action File has some great ideas on how you can reduce your carbon footprint while running your payroll.

Reducing the paper mountain must be first on the list.... Instead of printing your payroll reports to paper, use our **"pdf from payroll"** facility. This will create your reports in pdf format and will even file them for you. Retrieving documents is easy. Just click on the report you want and it opens in pdf format ready for review or emailing to colleagues.



Next is ridding yourselves of the paper forms such as P6s, P9s, Student Loans, P45 for Leavers and Starters and P46s. For this you need our HMRC Online Software. This is soon to become a legislative requirement so why not start getting the benefits now.

For details of the pdf for payroll and HMRC online facilities call Clare on 01295 222670



Clare's message to you from the Support Desk....

Firstly, let me wish you all a very Happy New Year. I hope Santa was good to you and that along with me; you do not want to see another piece of turkey or shiny chocolate wrapper for quite some time!

*In February and March we will be holding our annual **User Group Meetings** across the country and look forward to meeting you all there.*

This year we will concentrate on promoting green issues,, the 2007/2008 End of Year Process, the new facilities for Payroll Users and legislation changes.

*So, come and see us at your nearest venue and look out for our **Special Offers** on the day!*

Clare

Change your Thinking



With technological changes happening so fast, we all need to change our way of thinking. One of our customers has changed their thinking with dramatic effect...

Adding to their established printing business, **Ink Spot/Superquickprint**, has a specialist retail section which is proud to be a "Premier Art Centre" offering a vast range of art and craft supplies.

"This side of the business has changed vastly over the years. Evidence of this is our movement into **fancy dress costumes**. We have probably the best selection of fancy dress costumes to be found under one roof and recently launched our online trading site for this specialist section. Why not take a look for yourself at

www.fancydressspot.com

where you can decide "who you wanna be!!!"

Ink Spot Superquickprint has been a payroll customer of Action File for the best part of 20 years and we have used their efficient printing facilities for overprinting payslips. This service allows the personalisation of payslips with your own company logo. Action File provides the payslips and Superquickprint does the rest!

For more information on Ink Spot Superquickprint, go to www.inkspot.uk.com and if you would like to have your laser payslips overprinted call Clare on 01295 222670 for a quotation.

BACS Contingency Service...

Action File has been asked to provide a BACS contingency service for customers who may suffer a breakdown in their BACS hardware or software systems.

As we have BACS commercial status we can send BACS transmissions on your behalf as an additional service.

Once the contingency service is set up for you we can respond within an hour of a request for help.

If you are interested in receiving more information about this service please contact Kerry on 01295 222664



