

Documents  
**where, when**  
and **however**  
you want  
them

**DocWolves**  
driving your decisions

**identity** document

## Prologue

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*"Lisanne, we will add an agenda item, a policy outline and an inspection report to work on!" Lisanne's face turns red. She almost protests. She was supposed to have dinner with her new boyfriend, but she can probably forget about that now. She has sent all documents to the entire team and now she can start all over again. Adjusting the agenda, writing a new accompanying e-mail, composing new meeting sets and adding them to the mail: so many things to do to ensure the DMS documents will end up in an e-mail. And she should not forget to print three new sets for the iPad-less administrators.*

*"Thanks a lot," she says angrily when her manager walks out the door. "This is the fifth time already. Next time, you can do it yourself!"*

*"Why don't you have a delivery note?" says the legal officer to Peter accusingly. Yesterday evening's delivery round was a true disaster. It was extremely stormy and the streets were flooded. It was an impossible job. So when he finally delivered the package in an apartment building, the documents flew out of his hands. He stood on the tenth floor, not able to catch the documents flying into the dark and stormy night. So no, he does not have a delivery note. The contractor is furious and Peter is in trouble. Big trouble.*

## Why are we here?

we make the job of hard and invisible workers a lot easier

Everywhere and all around the world, people are working with documents. Meeting reports, delivery notes, dossiers and police reports: an endless stream of documents that go through many, maybe thousands of (virtual) hands. These documents have to be read, understood, signed, rejected, checked or filled in. Some documents need response; other documents need to be archived. Documents exist in different versions, are written by different authors and are corrected by different people. Some need to be e-mailed, sorted, printed or sent by mail. Certain documents can be found in DMS, others in online document boxes, in hard drives or through USB sticks. Some documents are taken home in briefcases or boxes. Documents can fly away in stormy weather, they get lost, they get damaged, coffee is spilled on them and eventually, employees completely lose their overview. And this, in the end, causes desperate people.

## Vision

We have noticed that lots of secretaries, personal assistants, clerks, drivers, civil servants and other hard workers suffer from stress. Their workday is filled with processing, setting up or distributing documents, either digital or printed out. As they are still tight to a traditional way of working, it all takes a lot of time and sadly, it needs more time than most people have. Mostly, workers cannot be as flexible as they would like to be (and as their managers would like them to be). These factors cause frustration and stress and all of this decreases workers' motivation and their enjoyment of work and motivation. They end up being tired dads, moms, brothers, sisters, friends or girlfriends at the end of the day, because of their tiredness. Documents can be strictly confidential. Worries about confidentiality keep companies from using a mobile environment. Because of that, the stream of paper documents and the traditional way of working remains the same and frustration and stress remain.

# washer magic

What was the greatest invention of the industrial revolution? Well, there are lots of candidates! In the nineteenth century, the world was coming to terms with the steam engine, the gas lantern, the battery, the telephone and the combustion engine. Which one would you choose?

We might make an unexpected choice. We choose the washer. The washer made an end to hand washing; it made an end to extremely hard and time-consuming work for millions of women.

Doing normal family laundry took women over eight hours of handwork. Washer magic did not stand for having clean laundry, but it represented freedom: the freedom to spend time with your kids, to read a good book. The freedom of spare time.



## Perspective

This has to change and this can be changed. People from all over the world work so hard and we want to make their work a lot easier by helping these people to manage the streams of paper and by giving them the enjoyment in work back. We want to help them to get rid of boring, repetitive, hard, monotonous and useless work.

Firstly, this is a good thing for these workers. When the enjoyment of work increases, life gets more comfortable. In addition, it is a good thing for the companies and organisations they work for. They will have more motivated employees and there will be less absenteeism. Companies and organisations will save money in other ways as well, for example because of less printing costs, less paper costs and because of environmental benefits. And on top of that, their efficiency will increase greatly.

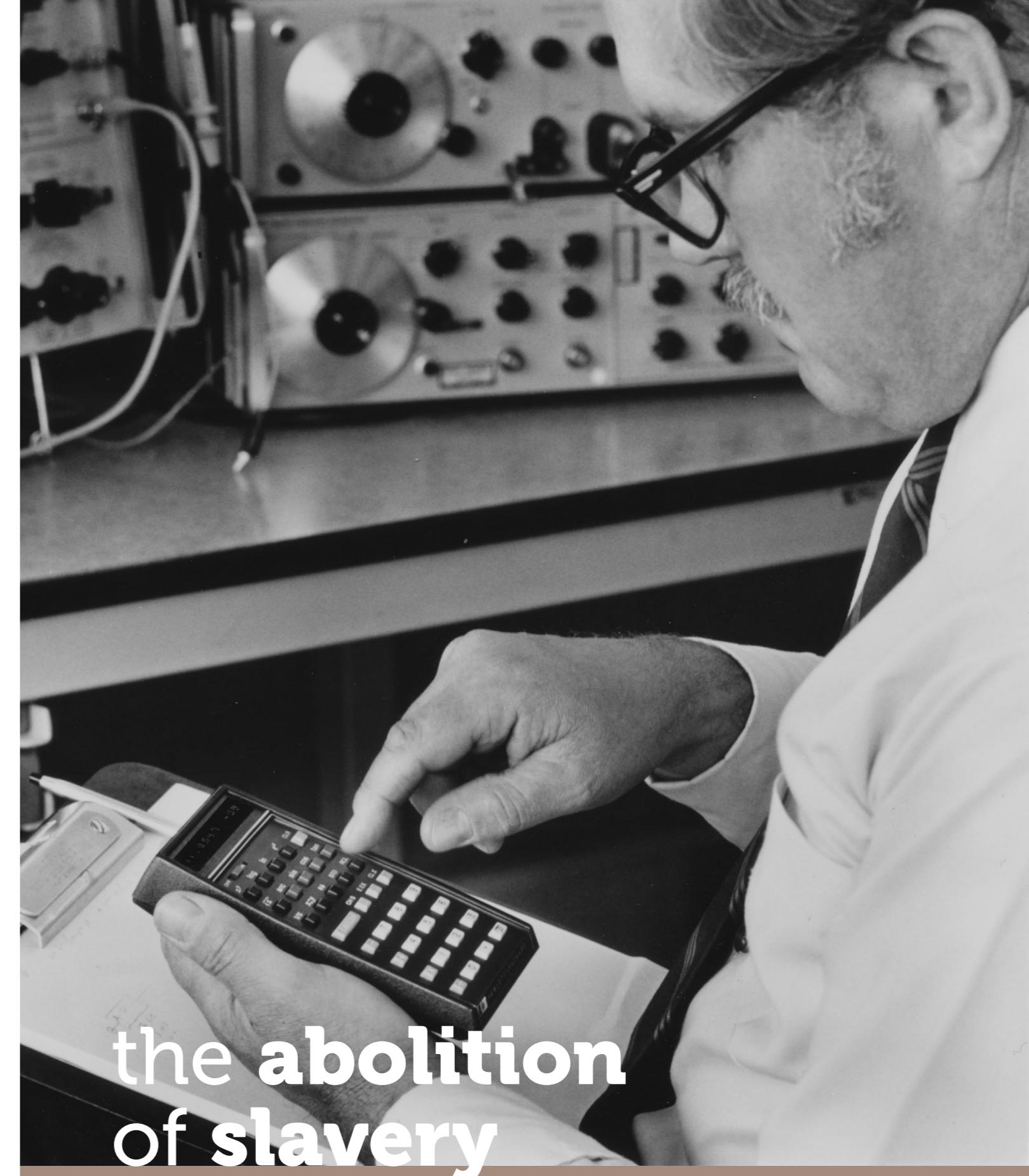
Within DocWolves, we will firstly act in the interest of the hard workers. We believe that if we really help them, we contribute to a better world. Managers and organisations will benefit from this as well. Our power lies in a sharp focus on simplifying the work of those thousands of hard workers in the background who are busy all day with all kinds of documents. Our solutions make their work a lot easier.

## Mission

It is our mission help thousands of hard workers who suffer from stress because of unnecessary, unhandy or old-fashioned working-ways. We want to make their work easier by helping them to process documents in a good, quick and safe way.

## Documents where, when and however you want

Our promise to you? *Documents where, when and however you want.*



**the abolition  
of slavery**

If you ended up in a group of technical scientists before 1970, it was not unusual for you to have spent lots of years calculating. The calculators of that time were not ready to deal with the real work yet. Complex calculations were done manually with a slide rule. The world's first scientific calculator (the HP-35 of Hewlett-Packard) made an end to this. That way, scientists could dedicate their lives to science instead of mathematical slavery.

## How do we work?

### safe, relationship-based analytic and flexible

Our deep knowledge of and experience with digital documents and the way people want to work with that, makes us unique. Because of that, we can quickly translate new technology chances into concrete solutions for document workers and therefore, were the first to enable paperless meetings.

Our unique strength enables us to develop digital and mobile alternatives for paper document streams: available anywhere and at all times, to make the daily jobs of many workers a lot easier.

There are four factors that, together, make us good at what we do: we have the necessary knowledge, we have a powerful relationship with our clients, we are analytically strong, because of which we really solve problems, and we are flexible.

#### Safe

We want all people to be able to work with our products, even organisations that require high degrees of confidentiality and safety. We exactly know the tension between mobile working and safety; we also know how to combine these two. Our knowledge with regard to documents, safety, accessibility and mobile applications is one of DocWolves' characteristics. Others can make reflection clothing; we will make the clothing bulletproof.

#### Analytic

We are analytically strong. We do not move existing problems in processes to a digital environment, but we immediately solve them. We make sure our solutions are user-friendly and easy to implement. That way, we really help users.

### Relationship-based

Our client relationships are never anonymous. We know our clients and we want to involve them in the development of our products. The reason our solutions work so well is that we try to deeply understand our client and the process in which the client uses documents. Our attitude is very service-oriented.

### Flexible

Meanwhile, we want to respond as accurately as possible to individual questions clients ask us. Therefore, our products are developed in such a way that extra options can easily be switched on and off. Clients will get what they need and they do not have to fight their way through a maze of features they never asked for and never need. In developing our products, we took this into account. This makes us very flexible.

## What do we do?

### digital and mobile alternatives for paper document streams

As said, we help the invisible hard workers by developing digital and mobile alternatives for the paper document stream. With these alternatives, it is possible work in an easy and safe way, anywhere and at any time. DocWolves primarily is a developmental organisation where new products are invented and developed (together with clients).

In practice, this means that we have developed a product for paperless meetings. Besides that, we currently develop products with regard to paperless logistics, tendering and jurisdiction.

Our products are independent, but they all carry the DocWolves-DNA. These are products on the cutting edge of documents and mobile working, focused on making the work of 'normal' workers a lot easier and adjustable to every client's specific desires.

**PAPERLESS MEETING**  
Banks, hospitals, retirement funds, churches and municipal Councils use our product OurMeeting to have paperless, safe, easy and efficient meetings.



# child's play letterpress

Books sharpen the mind, but if every book was to be written by hand, that saying would only be a beautiful promise or truth to just a lucky few. In the Middle Ages, the production of a book took weeks of meticulous and focused work. Building a library took more than thousands of hours of monk's work.

The world of words opened for all people with the invention of book printing. From that moment on, invisible, hard ink workers finally had time to just read a book, for example.

## How to describe our character?

approachable, helpful, innovative

You could describe our organisation's character as that of a guide. We are serving and leading at the same time. We know the world of document work so well that you can build on us in your daily work. This is about you and your goal, but we will take the lead. We will go first and show you the way. We will guide you to wherever you want to be.

The way we work is characterised by three inalienable core values:

### Approachable

We stand by you. You can ask us anything. We want to take away thresholds and barriers. We listen. Please call us. We are never too busy to answer your call. You never ask stupid questions. We take your problem seriously.

### Helpful

Helping you – that is what we do best. You will not be sorry for asking us to help you. A lot is possible. We want to be useful; we will not simply stop helping you half way. To do this, we will listen to your question and we will look for long-term solutions that are best for you and best for our other clients. And if you end up with a smile, we know we did a good job.

### Innovative

We see opportunities and we will realise them. At DocWolves, innovation and hard work always go hand in hand. We want to develop sustainable innovations. We want to create masterpieces. We develop elaborate applications that truly make the process a lot easier. We improve your situation without gimmicks or gadgets. We are inspired by the following saying: Things should be made as simple as possible, but not simpler.

# DocWolves

driving your decisions

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