

10 TOOLS TO ENHANCE YOUR BUSINESS

NAME	TYPE	FUNCTION	COST	WEBSITE
Camcard	Productivity	Scans and captures all the information on all the business cards you receive. Manages those cards by allowing you to add notes, set reminders, search and tag.	Free	www.camcard.com

NAME	TYPE	FUNCTION	COST	WEBSITE
Dropbox	Productivity	This can be used to completely replace your workplace server storage system, and in the process reduce your computer hardware costs. Dropbox-For-Business is like standard Dropbox, but gives you the ability to invite all of your team to share a common storage area.	Free	www.dropbox.com

NAME	TYPE	FUNCTION	COST	WEBSITE
GO CARDLESS	Cashflow	This is a GoCardless add-on that works seamlessly with Xero. Essentially it automatically finds the sales invoices in Xero that are due for payment, automatically collects the amount due from your customer using Gocardless's direct debit facility, and then automatically updates Xero to fully reflect the money received	Free	www.directli.co.uk

NAME	TYPE	FUNCTION	COST	WEBSITE
Evernote	Productivity	Powerful tool for creating and storing notes in typed/handwritten/audio/video/photo format. Also stores almost anything else you want to refer back to – ie webpages, videos and emails.	Free	www.evernote.com

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Market Invoice	Productivity	Whenever a business has a sales invoice it wants to turn into cash quickly, they can simply log on and provide details of the invoice. That invoice will then be scheduled for sale in one of Market Invoices' twice-daily trading sessions.	Free	www.marketinvoice.com

NAME	TYPE	FUNCTION	COST	WEBSITE
Eventbrite	Productivity	The definitive event management tool. Allows you to set up promotional pages for your events (seminars, business club meetings etc), tailor the pages to you exact needs (eg using your logo and colours, inserting YouTube videos etc, adding venue maps etc)	Free	www.eventbrite.co.uk

NAME	TYPE	FUNCTION	COST	WEBSITE
Phrase Express	Productivity	A text expander tool that works with any Windows application. Allows you to set up phrases, paragraphs and entire documents that you use frequently.	Free	www.phraseexpress.com

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Documents To Go	Productivity	Allows you to view, edit, and create Microsoft Office files (Word, Excel, PowerPoint) & view PDF files on any iOS device.	Free	https://itunes.apple.com/gb/app/documents-to-go-free-view/id317117961?mt=8

NAME	TYPE	FUNCTION	COST	WEBSITE
Full Contact	Productivity	Integrates all of your contacts from Facebook, LinkedIn and googlemail and puts them all in one place	Free	www.fullcontact.com

NAME	TYPE	FUNCTION	COST	WEBSITE
Calendly	Productivity	Easy way for your customers, suppliers, colleagues and prospects to arrange meetings, phone calls and appointments with you. Integrates directly with Google calendar to avoid diary clashes. Claims to save time, and the up to 70% faster, by eliminating email and phone tag.	Free	https://calendly.com