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SAN DIEGO CHAPTER

The Society for Design Administration

An Affiliate of the American Institute of Architects

To promote the exchange of ideas and to educate its members in the related disciplines of design firm management.

THE PAPERLESS OFFICE
Thursday, October 18, 2007

Presented by:

**Julie King, Business Manager, RJC Architects &
Dahlia Gappy, Director of IT, Cavnac & Associates**

Hosted by:

**Cavnac & Associates
450 B Street, #1800 San Diego, CA 92101**

Why go paperless? What are the efficiencies and benefits your firm can achieve? How can you implement the necessary technology and how costly is it? These questions and more will be addressed by Julie King and Dahlia Gappy who have both successfully implemented paperless technologies for their firms. Come and see a *Paperwise* software demo of how a scan station works and the great results your company can achieve.

Date:	Thursday, October 18, 2007
Time:	6.00 – 6:30 p.m. Networking Dinner; 6:30 – 7:30 p.m. Presentation
	Questions? Jamie Shirey 760.445.4959 - or - Chris Riley 858.569.3434
Location:	Cavnac & Associates, 450 B Street, #1800, San Diego 92101
Cost:	Free to Members; Member Firms \$15; Non-Members \$30; Late Registrations \$40
RSVP by:	5:00 p.m., Thursday, October 11, 2007 Fax this form to: Leslie Gurney @ (619) 239-9852 or email reservation to: lgurney@rjcarch.com
Name(s):	_____

Firm:	_____
Address:	_____
Phone:	_____
Email:	_____

Because our meals are catered, 24 hours' notice is required for all cancellations.

No shows will be billed.