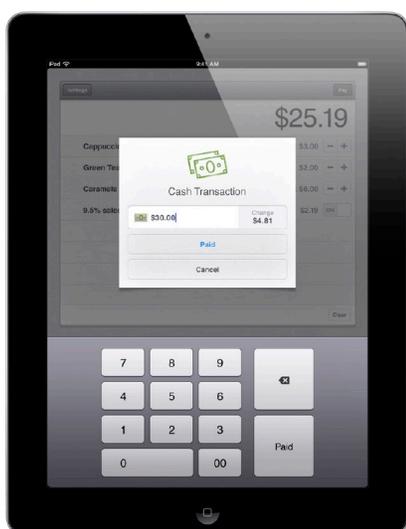# iPad at Work
Sales Transactions

iPad makes it easy to track and manage sales transactions no matter where your business takes you. Its thin, light design and instant-on capabilities make iPad the perfect mobile companion to quickly create invoices, close sales deals on the spot, and collect payments or reconcile bank transactions anywhere. The Wi-Fi + 3G[1] connectivity and amazing 10-hour battery life[2] of iPad help you stay connected to handle your sales transactions all day long. With a huge collection of native apps from the App Store, you can streamline business processes and manage all your business finances wherever you go.

Create invoices instantly.

Sales don't have to stop just because you're away from the office. Create quotes and invoices for your customers on the go—right from your iPad. No matter where you are, you're always ready to make the sale.

Whether you need to create estimates, statements, invoices, or quotes, it's simple on iPad. You can use the built-in functionality within your CRM system's mobile iPad application, or choose from one of the many invoicing apps from the App Store to help you create professional-looking invoices anywhere.

With apps like Invoice2go for iPad, you can quickly and easily create invoices, estimates, credit memos, or purchase orders. Choose from 20 built-in templates or design your own. Add your company's logo, select a customer or partner from your existing Contacts list on iPad, and enter your item information. Invoice2go automatically calculates taxes and totals. You can preview the invoice within the app before emailing it directly from your iPad, or sync your files to the desktop version of Invoice2go. And with built-in reports and charts, you can keep track of all your invoices and customer payments.

The Quick Sale Premium app also lets you create, manage, and email invoices instantly. Customize each invoice, apply discounts per item by amount or percentage, add custom notes, and insert additional items in just a few taps. You can even track inventory, payments, balances, and reports. And Quick Sale Premium integrates with the Credit Card Terminal for iPad app for credit card processing on the spot.

"Since providing our sales teams with iPad, we've seen an increase in sales. With apps on iPad, we can instantly create quotes for our customers and have them sign right there, closing deals faster while customer interest is still high."

– Hank Little, President

Atlanta Attachment Company, Lawrenceville, GA
Industrial sewing-machine manufacturer

Invoice2go for iPad
Select or build a custom invoice, estimate, credit memo, or purchase order. Preview newly created documents and email PDF versions to your clients.

Quick Sale Premium
Create quotes, estimates, work orders, and invoices instantly. Track your inventory, customer payments, account balances, and reporting wherever you go.

Close the deal.

With the mobility and connectivity of iPad, you can have your customers sign quotes or invoices on the spot, and close the deal while interest is still high.

Document-signing apps like DocuSign allow you to send, track, and electronically sign documents anywhere. Add documents from Google Docs or Box.net, or use a preconfigured DocuSign template. You can email documents to your clients from your iPad, or have them sign in person. The DocuSign app lets you see the status of your documents in real time, so you always know which documents have been signed and which ones still need attention.

You can also use PDF annotation tools designed for adding signatures. Apps like SignMyPad let you download PDF files from email or a Dropbox account and add signatures, dates, text, and even checkboxes. After your client signs the document, you can email it back to the office or upload it to your Dropbox folder to process later.

DocuSign
Instantly send, track, and electronically sign documents. Manage your contracts and view the status of each document in real time.

SignMyPad
Add text, dates, and signatures to PDFs. When you're finished, send the annotated PDF via email or upload to Dropbox.

Process payments anywhere.

iPad makes it effortless to collect payments from your customers. With its Wi-Fi + 3G[1] connectivity and instant-on access, you can process credit card payments on iPad and keep sales going wherever you are. Whether you want to replace your cash register or need to collect payments remotely, iPad helps keep your business running.

Point-of-sale apps like Square enable you to accept debit or credit card payments right from your iPad. Simply download the Square app, attach the free Square credit card reader, and you're ready to start taking payments. Square lets you track cash and credit sales, automatically calculate tips and taxes, and email receipts directly to your customers.

Don't want to carry a credit card reader with you? Apps like Credit Card Terminal for iPad accept payments through secure connections to your Authorize.Net account. Collect payments on multiple devices from your iPhone, iPad, Mac, and even websites. You can also download Quickbooks files, custom reports, and transaction history to track all your account activities.

Square
Accept credit card payments on your iPad. Plug in a free card reader and start collecting payments instantly. Track sales, tips, and taxes, and email receipts.

Credit Card Terminal for iPad
Use your Authorize.Net account to accept payments on your iPad, iPhone, or Mac. Download reports and track account transaction history.

"We're using iPad as a point-of-sale unit at our expos. With 3G on iPad, we can tap into our back-end merchant systems. We can verify and process credit card information on the spot, and email the customer a receipt."

– Mike Mathewson, President

Crank Sports, San Juan Capistrano, CA
Sports energy gel producer

Balance the books.

Financial and accounting apps give you everything you need to keep your payables and receivables in order. With Wi-Fi + 3G[1] on iPad, you're always connected, so you can record your financial transactions as they happen.

Apps like Bizmo Accounting, Time & Billing Suite turn iPad into a standalone mobile accounting workstation. Reconcile banking transactions, track and edit product inventory, create time slips or expense reports, issue purchase orders, record bills, and even create and send customer estimates and invoices from your iPad. You can also use the Bizmo Accounting Cloud to sign up for additional services such as secure hosted data storage, electronic document distribution, and business reporting.

Other iPad apps are designed to work with—and sync to—your existing desktop software. AccountEdge Mobile gives you mobile access to the data in your desktop version of AccountEdge 2011. Record sales, create orders and invoices, enter and track business expenses, and access or edit contact information from your desktop AccountEdge software, all on your iPad.

Bizmo Accounting, Time & Billing Suite
Track expenses, receivables, payables, and bank reconciliations with a native application designed for efficient data entry on iPad.

AccountEdge Mobile
Record sales transactions, enter business expenses, and access your contact information on the go. Sync information with the desktop version of AccountEdge.

Learn more.

iPad at Work
Learn more about the ways iPad can help you build a better business.
www.apple.com/ipad/business/ipad-at-work

iPad Apps for Business
Discover more apps for every business.
www.apple.com/ipad/business/apps

iPad in Business Profiles
See how iPad is changing the way businesses work.
www.apple.com/ipad/business/profiles

Discover apps for work.
Visit the @Work collection of business apps on the App Store.
www.itunes.com/atworkipadapps

Profile Snapshots

Discover how iPad helps manage financial transactions and improve sales.

Crank Sports

Apps Used: Todo for iPad, iTap RDP, Keynote, Wall Street Journal, USA TODAY for iPad

Crank Sports staff spend much of their time at marathons, triathlons, and sports expos around the country. Using sales and marketing tools they've developed for iPad, the Crank team can deliver presentations, capture customer leads, and make sales wherever they go. They use iPad as a point-of-sale unit at trade shows to process credit card information. To capture new leads at expos and other events, Crank has attendees fill out a customer information form on iPad. In exchange, potential customers receive special deals, web-based training tools, and product updates. For Crank Sports, using iPad adds a "wow" factor and engages customers. It also reduces error and saves time back at the office.

www.apple.com/ipad/business/profiles/crank

Atlanta Attachment Company

Apps Used: FileMaker Go for iPad, GoodReader for iPad, SignMyPad, Notes

Atlanta Attachment Company uses iPad to mobilize its sewing machine equipment sales force. Sales executives can streamline essential processes and reduce the sales cycle with iPad in hand. They have more information at their disposal—including videos, engineering drawings, product brochures, and price sheets—and can educate customers about the company's offerings more effectively using iPad than with traditional marketing brochures. Sales teams can prepare estimates and quotes instantly on iPad, and have customers sign invoices on the spot. With iPad, sales staff have all the information they need to educate customers and shorten the sales cycle by closing deals faster and with less paperwork.