

## AOD Process

- Register Your Public Documents with Braille Works
- Place Ordering Link on your website
- Order is placed by your customer
- Braille Works converts the requested document in the specified format
- The converted document is mailed directly to your customer with your return address
- Your customer is satisfied that you have filled their order
- You will receive a monthly invoice for only the documents ordered

**For pricing and details, please contact Braille Works at 1-800-258-7544 or email: [Brailleworks@brailleworks.com](mailto:Brailleworks@brailleworks.com)**



**Braille Works International**  
[www.brailleworks.com](http://www.brailleworks.com)

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## Our Solution to this....



## Access on Demand "Just in time" Documents

**Braille, Large Print, Audio  
and  
"screen reader friendly"  
text files**

**The picture above is an  
actual Braille Library housing  
books that may never be  
ordered**

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## Access on Demand "Just in Time" Documents



"Hi, I need a Large Print version of your application #12345."

### Meeting the Need:

Meet the needs of your customer on demand and your obligation to provide equal access to your public documents while controlling costs.

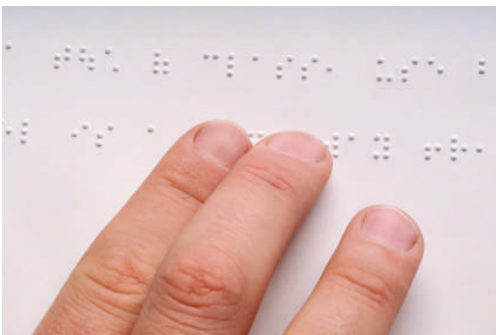
### Abide by the Law:

By registering your public documents with us you can stand up and say, "We are accessible, in an on demand and cost effective manner right now! What format do you need? We are prepared to serve."

### Benefits to Your Agency:

No more producing copies that you don't need. Only have the documents that are requested produced in the alternative format your customer requests.

Meet the needs of your customer on demand and your obligation to provide equal access while controlling costs.



## Here's how our system works: Document Registration

■ Send us a list of the public documents you need to have ready "On Demand" in alternative formats, paying a small document registration fee (DRF) as a one time charge per document version. (It is best to register all public documents in the beginning to achieve the most cost effective yield from the AOD system. Then simply add new or changed versions of existing documents on a regular basis.)

### Your Representative's Role

■ You select a single point of contact within your organization that will manage your AOD program. This AOD representative should be available to your customers and to Braille Works to manage document flow, and handle customer service.

## Ordering

### WEB Link Email Ordering:

- No changes to your website except the addition of a link
- No added cost or fees for this feature
- Easy to use

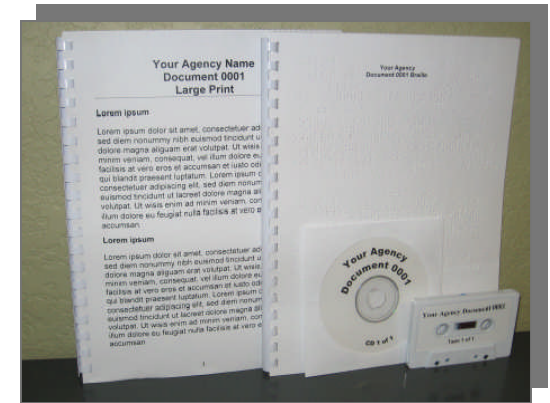


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### WEB Link Email Ordering:

■ Your customer will be able to go to your website and click on a link that will bring up a list of your public "registered" documents. They can email their request to you and your AOD will send us the document and their order to be produced in the desired format. The order will appear to have been fulfilled by your agency. We can mail the product directly to the end user or to your agency.

### Telephone Ordering

■ To accommodate your customers who do not have access to a computer, you can provide a toll free phone number direct to your Organization's AOD representative. The AOD representative will place the order for them by sending Braille Works the document to process the customer's request. As an alternative, Braille Works can process telephone requests through a dedicated phone line for an additional fee and notify you of the order.