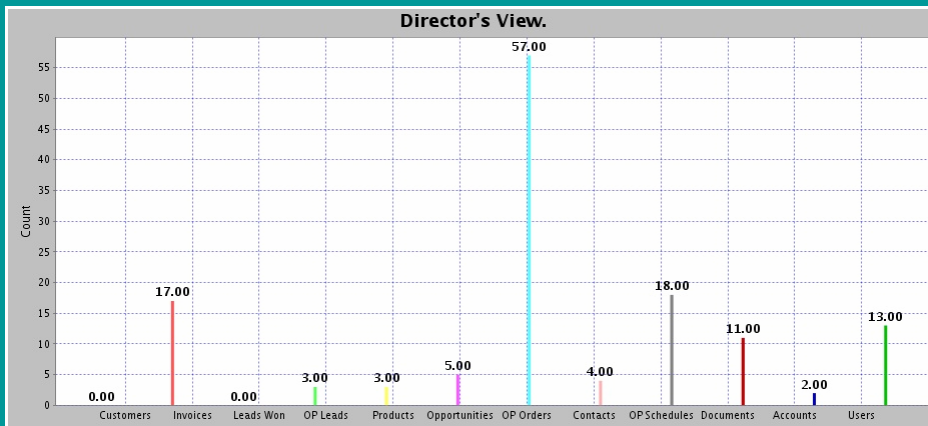


# EasyDirector®

Simplifying the way you manage your business...

Full-Featured Business Management Tool - includes Contact & Customer Relationship Management



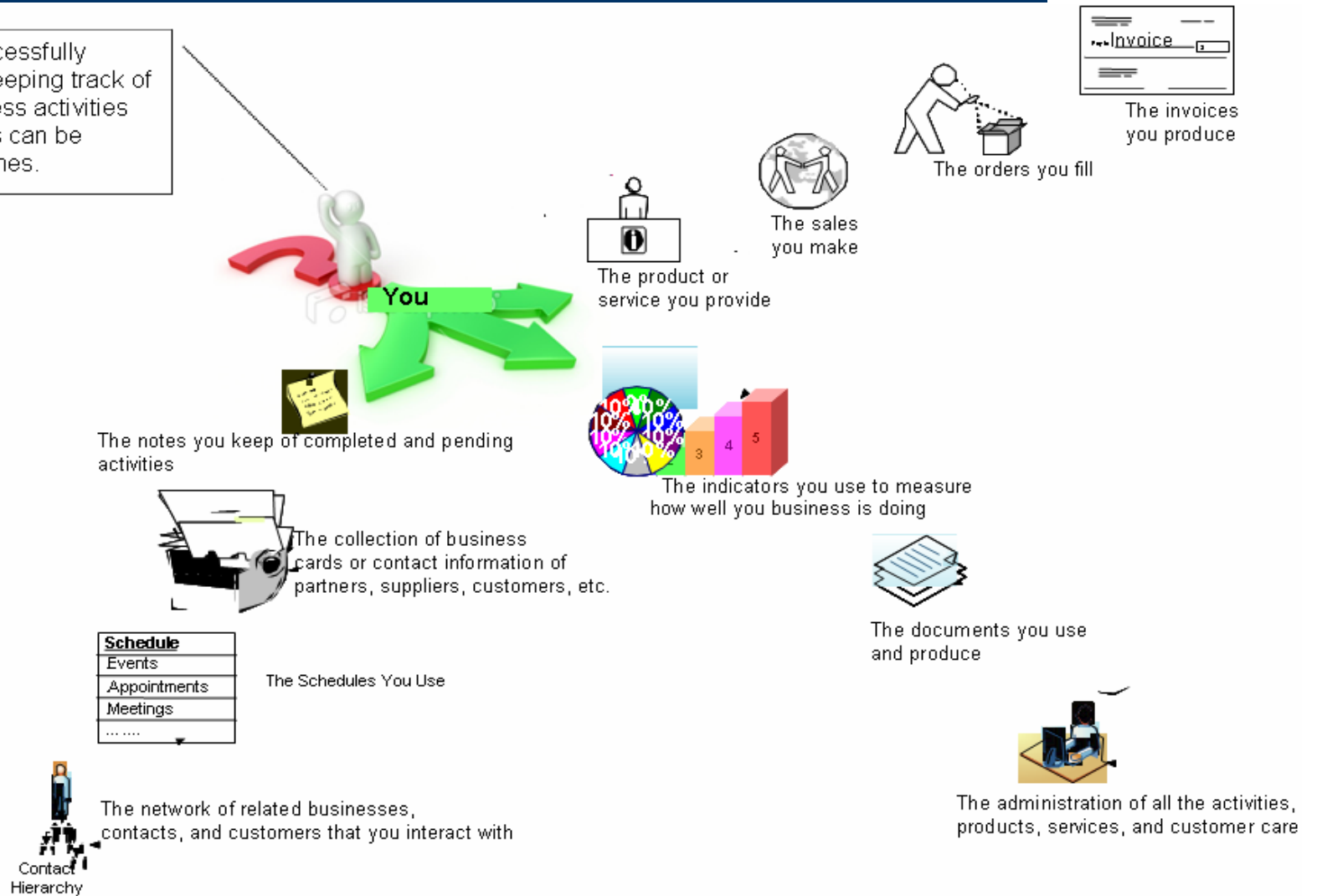
Prepared by AITechConsulting Ltd  
[www.easydirector.biz](http://www.easydirector.biz)  
All rights reserved © 2011

# Why EasyDirector?

- Are you looking to increase profitability, and reduce operational costs?
- How do you keep track of your contacts and those who you do business with?
- How do you remember the series of discussions you had with your business contacts?
- How organized are the contracts, paperwork or business documents that you have from/for your contacts or customers?
- Are you looking for an affordable solution that takes you from your current state to a competitive level?
- Do you have an organized method for managing your services & products?
- A lot of small businesses fail when they expand beyond the owner's physical capability. Do you have dreams of expansion for your business?
- Looking for a user-friendly solution with short learning curve?
- How prepared are you for possible expansion of your business?

# Why EasyDirector?

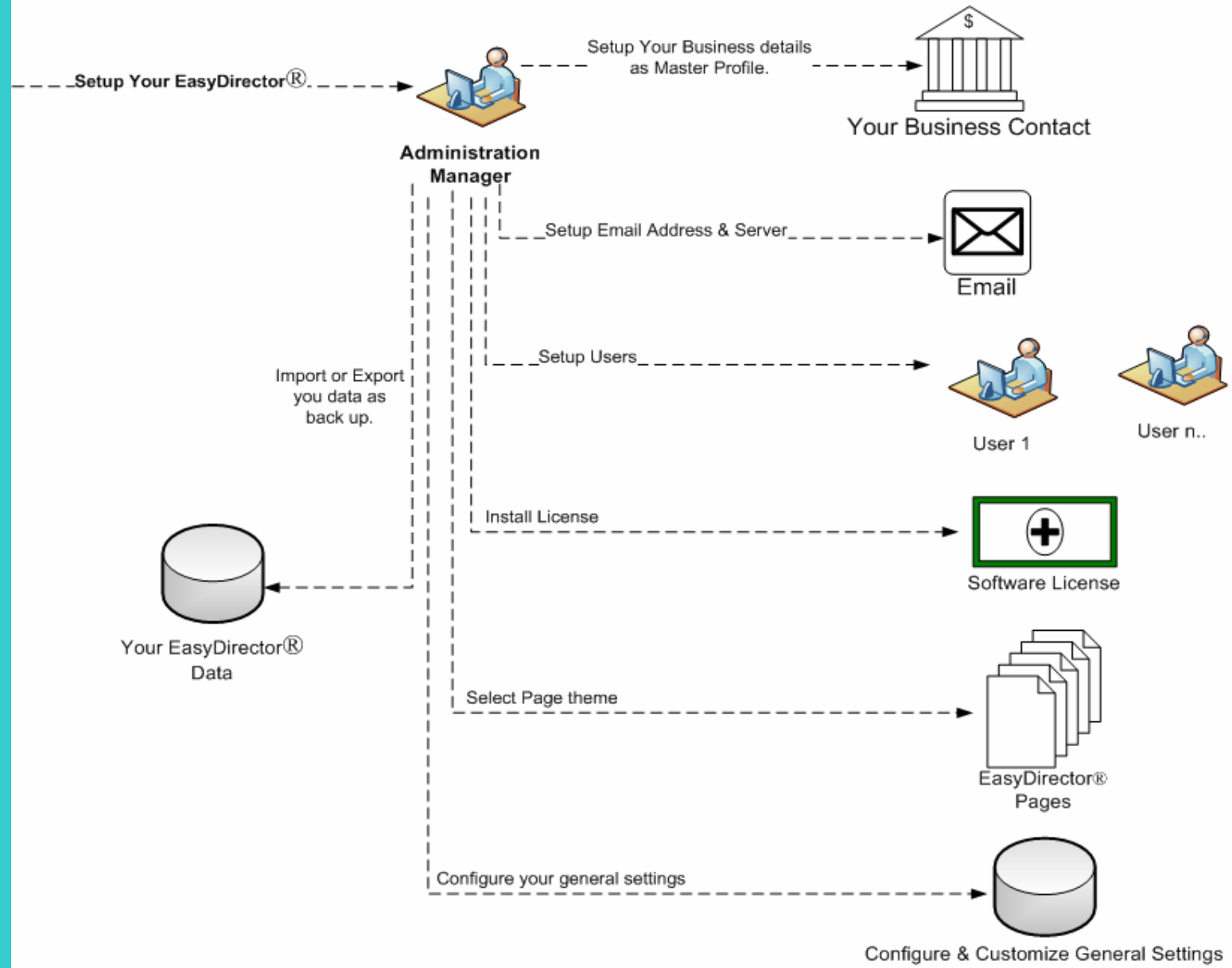
Sometimes, successfully managing and keeping track of all of your business activities and relationships can be challenging at times.



# Business Solution offered by EasyDirector

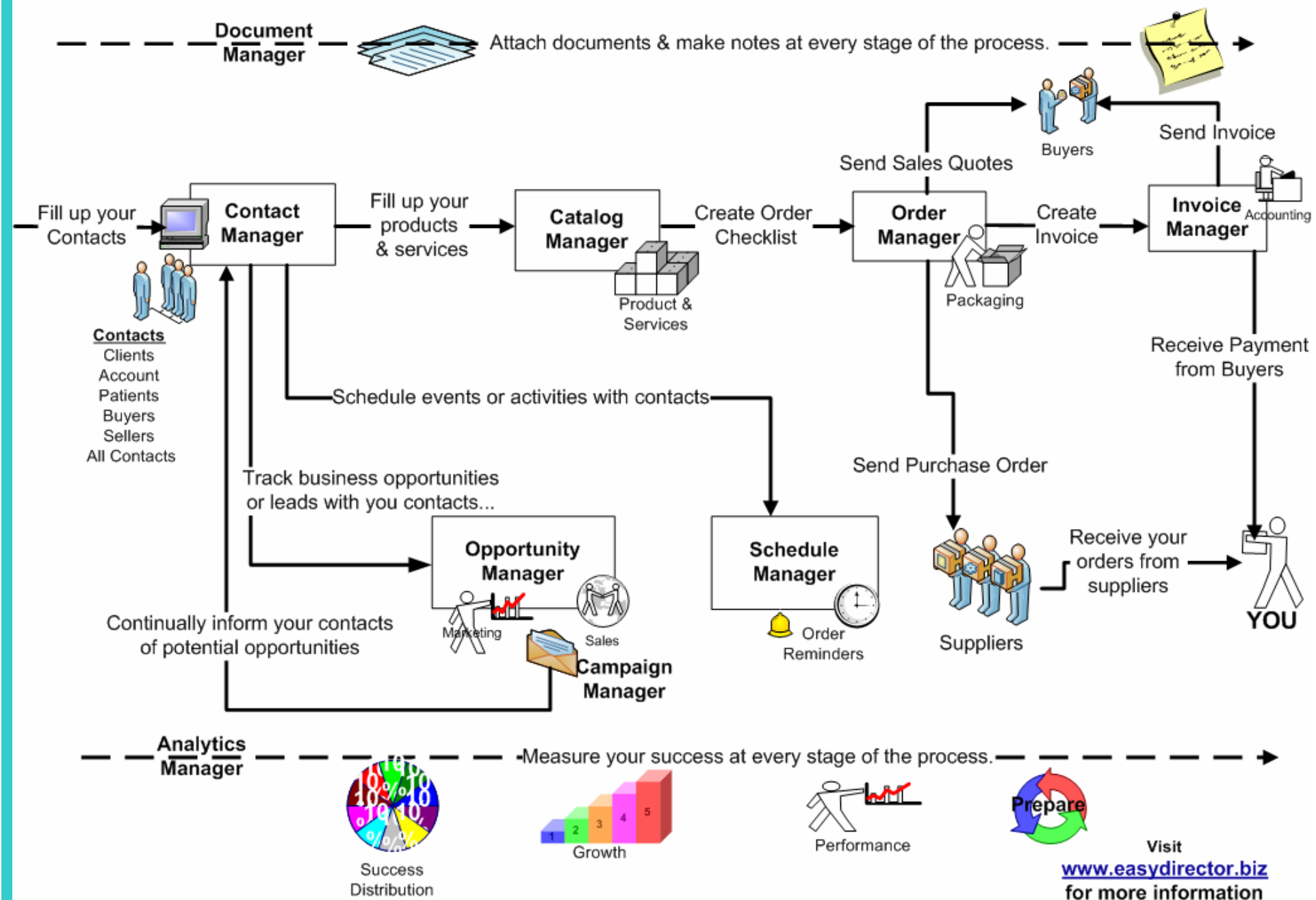
- Organized approach to gradual buildup of business from contacts, through relationships, to the point of invoicing.
- Continuity in business relationships irrespective of changes in employees.
- Automated business process of traditionally tedious paperwork in small to medium size businesses.
- Gradual transition into a paperless business environment.
- A contact & customer management solution all in one simple and user friendly package.
- Streamlined sales, marketing, delivery and invoicing processes.
- Enabling small to medium size businesses to focus on their core competencies, while the administration of contacts, suppliers and clients relationships has been automated.
- A complete solution from business process reengineering to software solution of a contact-centric business process. Visit <http://www.barnesandnoble.com> or <http://www.amazon.com> for printed text. Search for EasyDirector.
- Download EasyDirector software from [www.easydirector.biz](http://www.easydirector.biz)

# EasyDirector® Contact Management Setup Process



Visit  
[www.easydirector.biz](http://www.easydirector.biz)  
for more information

# Using EasyDirector® Business Process



# EasyDirector®

- EasyDirector® is a flexible web application designed for personal computers and website servers to simplify and manage business contacts to cultivate profitable relationships.
- EasyDirector® offers a business solution that includes contact & customer relationship management. This solution delivers integrated Sales, Marketing, Customer Service, Support, Document & Catalog Management, with Report and Dashboard capability.
- EasyDirector® offers the following modules to guide through its proven and successful business process:
  - Contact Management
  - Opportunity Management
  - Catalog Management
  - Order Management
  - Schedule Management
  - Document Management
  - Analytics & Dashboard
  - Invoice Management

# Benefits

- **Affordable Transition** to Contact & Customer Relationship Management from expensive or non-structured method.
- Automated **Contact & Customer Centric** business process to facilitate retention of relationship and profitability.
- **Automation** of Sales & Marketing process.
- **Document Management** for paperless operating environment.
- **Complete Data Privacy** using in house installed solution.
- Multi-Currency and International **Invoice** Support.
- Better & **profitable decision making** based real-time visibility to business historical data.

# Features

- **Customer & Contact Information**
- **Opportunity Management**
- **Real-time Interactive Dashboards**
- **Schedule & Activity Management**
- **Sales Process Automation**
- **Contact Processes**
- **Sales Forecasting & Reporting**
- **Contact & Customer Communications**
- **Competitor Tracking**
- **Streamlined Marketing Process**
- **Customer Service Centric**
- **Integrated Support**
- **Integrated Document Management**
- **Secure Data Access**
- **Windows and Web**
- **Business Alerts / Notification**
- **Multi-Currency Support**
- **System Administration**
- **Delivery Order inventory**
- **Supply Order Inventory**
- **Product or Service Catalog**
- **Bulk or Single Invoice Generation**
- **Multi-Currency Invoice Support**
- **Bulk or Single Invoice Printing**
- **Advanced Contact Directory**
- **Contact Data Import**
- **Service/Product Data Import**
- **Document Data Import**

# System Administration – General Settings

- Optimize your EasyDirector® to meet your business needs.
- Flush and Refresh your EasyDirector® database when needed to start afresh. General setting data will be left untouched.
- Set Contact Type, Currency code, Time zones, Categories, Languages, theme and Lead Statues from a single location.

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Simplifying the way you manage your business...

Hello: admin | [logout](#)

### Administration - Setup Your EasyDirector

#### Instructions

You may do the following to setup EasyDirector:

1. Update the following settings with your desired values. Note the comma separation between the values.
2. Or leave the default settings because they should cover most of your needs.
3. Select Flush and Refresh check box if you are running your system for the first time or resetting your EasyDirector for a fresh start.
4. Press "Save" to save your settings.

#### General Settings

<b>Contact Type</b>	<b>Country</b>
Account, Agent, Applicant, Association, Attorney, Boss, Business, Buyer, Client, Colleague, Company, Customer, Daughter, Developer, Employee, Employer, Family, Friend, GranParent, Group, Husband, Individual, Institution, Member, Non-Profit, Organization, Parent, Partner,	Algeria, Andorra, Angola, Anguilla, Antigua & Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Bahamas, Bangladesh, Barbados, Bassas da India, Belarus, Belgium, Benin, Bermuda, Bolivia, Bonaire, Botswana, Bouvet Island, Brazil, British Virgin Islands, Bulgaria, Burkina Faso, Burundi, C.A.R., Cameroon, Canada, Cape Verde, Cayman
<b>Currency Codes</b>	<b>Timezones</b>
ADF, ADP, AED, AFA, ALL, AMD, ANG, AOA, AON, ARA, ARS, ATS, AUD, AWG, AZM, BAM, BBD, BDT, BEF, BGL, BGN, BHD, BIF, BMD, BND, BOB, BRC, BRL, BSD, BTN, BWP, BYR, BZD, CAD, CDF, CHF, CLP, CNY, COP, CRC, CSK, CUP, CVE, CYP, CZK, DEM, DJF, DKK, DOP, DZD, ECS, EEK, EGP, ESP, ETB,	ACDT Australian Central Daylight Time +10:30, ACIT Ashmore and Cartier Islands Time +8:00, ACST Australian Central Standard Time +9:30, ACT Acre Time -5, ACWDT Australian Central Western Daylight Time +9:45, ACWST Australian Central Western Standard Time +8:45, ADT Arabia Daylight
<b>Categories</b>	<b>Languages</b>
Agriculture, Animal, Art, Automobile, Automotive,	Abkhazian, Afar, Afrikaans, Akan, Albanian

Done Internet | Protected Mode: Off Sunday, November 29, 2009

# System Administration – Set Master Contact Details

- The foundation of your customer & contact relationship management is your contact details.
- Your contact details is the Master Contact.
- Personalize your tool with your master contact.
- Begin the use of your EasyDirector®.

The screenshot shows the 'Setup Master Contact' page in the EasyDirector system. The page has a blue header with the EasyDirector logo and the tagline 'Simplifying the way you manage your business...'. Below the header, the page title is 'Setup Master Contact' and the user is logged in as 'admin'. The page is divided into several sections:

- Instructions:** A text box explaining that the master contact is the reference contact for all transactions and that users should click 'Back' to cancel.
- Edit Master Contact Information:** A section containing:
  - Contact Logo:** A field for 'Thumbnail (recommended size 50x50-150x150) or Video File:' with a 'Browse...' button.
  - Contact Owner:** Fields for 'Assigned Owner:' (a dropdown menu) and 'Assigned Owner Role:' (a text input field containing 'test me twice').
- Contact Details:** Fields for:
  - 'Parent Contact:' (a dropdown menu showing 'Nicely')
  - 'Contact Name:' (a text input field containing 'Test Master')
  - 'Address:' (a text input field containing '3242 test street')
  - 'City:' (a text input field containing 'bowie')
  - 'State/Province:' (a text input field containing 'md')
  - 'Postal/Zip Code:' (a text input field containing '20732')

The browser's taskbar at the bottom shows the URL 'Internet | Protected Mode: Off' and a zoom level of 100%.

# System Administration – User Management

- Create new users and configure user profiles.
- Change admin password, and assign action-level security to admin & users.
- Track actions and add notes to user profile for auditing and continuity.
- Assign unique (pages) views and actions to specific users for ease of use and security.
- View login and logoff status of users from a single location.

The screenshot displays the EasyDirector User Admin Manager interface. At the top, the logo for EasyDirector is shown with the tagline "handling your business with ease". The navigation menu includes links for Contact, Schedule, Opportunity, Catalog, Order, Invoice, Document, and Analytics. A search bar is present with a "Search Users" button. The user is logged in as "admin" and can "logout". The main content area is titled "User Admin Manager" and includes buttons for "Add New User" and "Refresh Tabs". Below this, a search result for "Profile-ife - 1" is shown. The "User Directory" section displays a table with one user profile:

Profile	User Name	Email	Status	Privileges	Notes	Actions
<a href="#">reader</a>	reader	<a href="mailto:reader@test.com">reader@test.com</a>	LOGGED_OFF	Pages: ALL Actions: View	<a href="#">details</a>	None

At the bottom of the interface, there is a copyright notice: "Copyright © 2009 AllTechConsulting Ltd. All rights reserved" and links for "Administration" and "Help". The browser's status bar at the bottom shows "Done" and "Internet | Protected Mode: Off".

# Contact Information Management

- Record and Access detailed information about a contacts and customers.
- Track all contact & customer interactions and add files, notes or literature requests.
- Share information captured at all points of interaction for a complete customer or contact view.
- Import contacts and customer details from legacy source.

The screenshot displays the EasyDirector web application interface. At the top, the logo reads "ED handling your business with ease EasyDirector™" and the tagline "Simplifying the way you manage your business..." is visible. A navigation menu includes links for Contact, Schedule, Opportunity, Catalog, Order, Invoice, Document, and Analytics. A search bar contains the letter "a" and a "Find Contacts" button. Below the search bar, there is a "Worldwide" dropdown menu and an "Advanced Contact Search" link. A "Contact Manager" section features buttons for "Add Contact", "Import Contacts", "Send Mail to Contacts", "Dashboard", "Get Contact Report", and "Refresh Tabs". A "Worldwide:" dropdown is also present. The main content area shows "Search Result" with a "Contact Directory" table. The table indicates "No of results: 3" and lists three contacts with columns for Name, Type, Profile, Operations, Status, Notes, Attachment, Contact Person, and Actions.

Name	Type	Profile	Operations	Status	Notes	Attachment	Contact Person	Actions
<a href="#">Test Master</a> bowie, md, USA	Master	<a href="#">details</a>	<a href="#">details</a>	Active	<a href="#">details</a>	<a href="#">details</a>	<a href="#">George O. Massy</a> Phone: 212-212-1212 <a href="#">amao_akeem@hotmail.com</a>	None
<a href="#">Joseph Doe</a> Pankeke, Ifewara, USA	Developer	<a href="#">details</a>	<a href="#">details</a>	Open	<a href="#">details</a>	<a href="#">details</a>	<a href="#">GRACE M. LEE</a> Phone: +208 591 4344 <a href="#">amao_akeem@hotmail.com</a>	None
<a href="#">Nicety</a> laurel, md, USA	Account	<a href="#">details</a>	<a href="#">details</a>	Open	None.	None.	<a href="#">ken o. john</a> Phone: 212-212-2222 <a href="#">ken@jk.com</a>	None

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# Schedule Management

- Manage schedules and keep track of activities and events with customer and contacts for multiple users
- Track and resend meetings, to-dos, events and literature requests
- Schedule international activities and display dates and times in users' local regions
- Record completed activities with contacts customers records.

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Simplifying the way you manage your business...

[Contact](#) [Schedule](#) [Opportunity](#) [Catalog](#) [Order](#) [Invoice](#) [Document](#) [Analytics](#)

Hello: admin | [Logout](#)

2008-12-30 2009-11-27

Find Schedules

Manage schedules, events, meetings and appointments.

Create Schedule Refresh Tabs

**Schedule Manager**

Search Result

Schedule Cards

<<previous next>> No of results: 10

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
		2009-06-03 01:00:00.0 <a href="#">Replace with desired subject</a> Contact: Joseph Doe Status: Scheduled <a href="#">Edit - Resend</a>	2009-06-03 01:00:00.0 <a href="#">Replace with desired subject</a> Contact: Joseph Doe Status: Scheduled <a href="#">Edit - Resend</a>			
8	9	10	11	12	13	14

Internet | Protected Mode: Off 100%

# Opportunity Management

- Manage all opportunities with contacts & customers for sales productivity & effectiveness.
- Track probability of close, products, lead source, status and competitors.
- Generate quotes in native customer currency.
- Launch campaigns, drive opportunities to close and forecast sales.
- View Opportunity details and e-mail key summary data to managers or contacts.

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Simplifying the way you manage your business...

[Contact](#) [Schedule](#) [Opportunity](#) [Catalog](#) [Order](#) [Invoice](#) [Document](#) [Analytics](#)

Hello: admin | [logout](#)

Keywords:

Category: All

Status: All Lead Owner: All

From: 2008-12-30 To: 2009-11-27

[Find Leads](#)

Manage your lead opportunities to success.

**Opportunity Manager** [Create Lead](#) [Campaign Manager](#) [Forecast](#) [Dashboard](#) [Get Lead Report](#) [Refresh Tabs](#)

Search Result

**Opportunity List**  
No of results: 2

Status	Title	Contact	Revenue Forecast	Attachment	Contact Person	Date Created	Actions
Assessing Needs	<a href="#">Another opportunity</a>	<a href="#">Test Master</a>	BSD 10.00	None. <b>Notes</b>	<a href="#">akeem O. amao</a> Phone: 323-32-32-3232 Mobile: 323-32-32-3232 <a href="#">amao_akeem@hotmail.com</a>	2009-08-08 12:25:45 PM, EDT <b>Due Date</b>	None

Internet | Protected Mode: Off 100%

# Product & Service Management

- Store product or service info, manuals, marketing collateral, pricing and presentations
- Import product or service list from excel into a catalog repository.
- Generate orders of products or service from (contact) suppliers.
- Create order to supply products or services to your customers.
- Generate PDF report of catalog products or services.

**ED** handling your business with ease  
**EasyDirector™**

Simplifying the way you manage your business...

[Contact](#) [Schedule](#) [Opportunity](#) [Catalog](#) [Order](#) [Invoice](#) [Document](#) [Analytics](#)

Search: a  
All [v] All [v] Find Products

Hello: admin | [Log Out](#)

Manage your product and service offerings.

**Catalog Manager** Add Product/Service Import Products Order Manager Dashboard Get Catalog Report Refresh Tabs

**Instructions:**

1. Select the catalog offering and change the price or quantity. Click "update selected" to save your new settings.
2. To order new stocks via email from your suppliers select the products and click on "Order Selected Offerings" to begin the order process.
3. Where stock count does not apply (for example services offered) use 1000,000 as default or any large number.

**Search Result**

**Product Catalog**  
No of results: 3

	Name	Provider	Note	Attachment	Price	List Price	Stock Count	Actions
	service: <a href="#">dasd</a>	<a href="#">Test Master</a>	None	None	ADF 10.00000	ADF 15.00000	2.00000	None [v] ▶
	SKU-3							
	product: <a href="#">Flower Prod</a>							

Done Internet | Protected Mode: Off 100%

# Supply & Delivery Order Management

- Simple Order Management and invoicing for deliveries and supplies.
- Track order status from Pending to Fulfilled, Cancelled, or Returned Approved or Received status.
- Automatic (email) send of order details and status to respective parties.
- Track order deliveries or supplies and add files, notes or invoice requests.

The screenshot shows the EasyDirector web application interface. At the top, there is a logo for ED EasyDirector with the tagline "handling your business with ease" and "Simplifying the way you manage your business...". Navigation links include Contact, Schedule, Opportunity, Catalog, Order, Invoice, Document, and Analytics. A search bar contains the letter 'a', and there are dropdown menus for "All" and "All" with a "Find Orders" button. Below the search bar, there are date range inputs for "From: 2009-02-25" and "To: 2009-11-28". A "Refresh Tabs" button is visible on the right. The main content area is titled "Order Manager" and shows a "Search Result" section with an "Order List" table. The table has columns for Date, Purchase Order #, Name, Type, Status, Attachment, Notes, Quantity, Cost, Contact, and Actions. A single row is visible with the following data: Date: Jul 7, 2009 00:54:10; Purchase Order #: PO-1; Name: Scarf; Type: Buy - Supplies; Status: Returned; Attachment: details; Notes: details; Quantity: 1.00; Cost: ADP 432.00; Contact: Vendor Joseph Doe; Actions: Contact Person GRACE LEE, Order Created By: aindex, Vendor Joseph Doe.

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EasyDirector™

Simplifying the way you manage your business...

Contact Schedule Opportunity Catalog Order Invoice Document Analytics

a

Hello: admin | Log Out

All All Find Orders

From: 2009-02-25 To: 2009-11-28

Manage Purchase Orders - Deliveries & Supplies Offerings.

Order Manager Refresh Tabs

Search Result

Order List

next->> No of results: 65

Date	Purchase Order #	Name	Type	Status	Attachment	Notes	Quantity	Cost	Contact	Actions
Jul 7, 2009 00:54:10	PO-1	<a href="#">Scarf</a>	Buy - Supplies	Returned	<a href="#">details</a>	<a href="#">details</a>	1.00	ADP 432.00	Vendor <a href="#">Joseph Doe</a> Contact Person <a href="#">GRACE LEE</a> Order Created By: <a href="#">aindex</a> Vendor <a href="#">Joseph Doe</a>	None

Internet | Protected Mode: Off 100%

# Invoice Management

- Automatic creation of invoices for orders to deliver or purchase orders. Multi-Currency transaction support.
- Settle invoice payment or refund of delivery. Track and add notes for invoice transactions.
- Email invoices to respective parties.
- Print a bulk of invoices for a specified period, status and order type.
- View invoice details in PDF format.

The screenshot shows the EasyDirector web application interface. At the top, there is a logo for EasyDirector with the tagline "handling your business with ease" and "Simplifying the way you manage your business...". Below the logo, there are navigation links: Contact, Schedule, Opportunity, Catalog, Order, Invoice, Document, and Analytics. A search bar is present with date ranges (2009-02-24 to 2009-11-28) and a "Find Invoices" button. The user is logged in as "admin" with a "logout" link. A secondary search bar is labeled "Search invoices by date, invoice number, order id, product, status etc...". Below this, there are buttons for "Print Bulk Invoice" and "Refresh Tabs".

The main content area is titled "Invoice Manager" and shows a "Search Result" section. Under "Invoice List", it indicates "No of results: 17" and a "next->>" link. A table displays the search results:

Date	Invoice	Total Amount	Amount Owe	Amount Paid	Payment		Notes	Invoice Contact	Actions
					Amount & Method	Refund			
Jun 9, 2009	<a href="#">Invoice No:2</a>	ADP 485.20	ADP 0.00	ADP 485.20	0.00		<a href="#">details</a>	Client: <a href="#">Joseph Doe</a> Contact Person: <a href="#">GRACE LEE</a> Phone: +0208 591 4344 Invoice Created By: <a href="#">aindex</a>	None

The interface also includes a "Payment" dropdown menu set to "Cash" and a "Refresh Tabs" button. The bottom of the page shows a browser status bar with "Internet | Protected Mode: Off" and a zoom level of "100%".

# Document Management

- Organize your electronic documents around your customers and contacts.
- Track and add notes for each documents.
- Import multiple documents in bulk for contacts & customers.
- View document details in respective word, excel, power point or image applications.
- Move towards a paperless working environment.

The screenshot displays the EasyDirector web application interface. At the top, there is a navigation menu with links for Contact, Schedule, Opportunity, Catalog, Order, Invoice, Document, and Analytics. A search bar is present with dropdown menus for filters and a 'Find Documents' button. Below the search bar, there are buttons for 'Add Document', 'Import Documents', 'Create Folder', and 'Refresh Tabs'. The main content area shows a 'Document List' with 7 results. The table below details the first document entry.

Title	Contact	Owner	Folder	Taxonomy	Notes	Actions
<a href="#">Test documentation</a>		ID		Category		
Filename: 02.jpg	Date Posted: 2009-06-10 23:59:32 PM, EDT	Joseph Doe	ABC_Production	Agriculture	None.	None
Description: Please briefly describe the content.		Role		Language		
		sale		English		
<a href="#">test document 2</a>		ID		Category		

# Performance Measurement – Analytics

- Gain deep insight into your business performance using interactive dashboards
- View performance metrics, diagnose key issues, and identify opportunities from a central repository of data
- Identify top opportunities, sales, customers and contact demographics.
- Great tool for root cause analysis and to make right corrective action.

The screenshot displays the EasyDirector Analytics Manager interface. At the top, the logo for EasyDirector is shown with the tagline "handling your business with ease". The navigation menu includes links for Contact, Schedule, Opportunity, Catalog, Order, Invoice, Document, and Analytics. The user is logged in as "admin".

The main section is titled "Analytics Manager" and features a "Real-Time interactive trend analysis" tool. Below this, there are instructions for using the tool:

1. Take better control of your direction by analyzing trends with the stored business information.
2. Select the types of trend for analysis, the period of the analysis, monthly or yearly and click on "Calculate Trend" to get result.
3. You may select upto 5 types of trend for analysis by holding down CTRL while selecting the trend types.

The tool allows users to calculate trend analysis for various metrics. The "Type(s) of Trend" dropdown menu is currently set to "Director's View". The analysis period is set from "2009-01-28" to "2009-11-29". The frequency is set to "Monthly". The output format is set to "Dashboard Output".

Below the tool, there is a section titled "Dashboards" which displays a bar chart for "Top Pending Deals. SAR". The chart shows a single red bar representing the amount of top pending deals, with the x-axis labeled "Amount" ranging from 0 to 21.

# Summary

- **Increase productivity by automating your Sales & Marketing, Campaign, Leads, Forecasts, Pipeline, Catalog, Order and Invoices.**
- **Streamline your business process using proven and implemented process.**
- **Maximize your business operation effectiveness with a contact & customer relationship centric tool.**
- **Make informed, profitable business decisions based on accurate visibility into your sales pipeline and measured business performance.**
- **Complex contact & customer relationship management process simplified in an easy to use tool; EasyDirector®.**
- **Simplify the accessibility of contact & customer related documents into a single location; A step toward a paperless operating environment.**
- **Facilitate business continuity with simple running notes and document attachments and import of contacts, products and documents from legacy system.**

# Pricing

Functions	EasyDirector	Top Producer	Goldmine	Salesforce	Act
Contact & Relationship Management	X	X	X	X	X
Marketing Automation & HTML Email Marketing Tool	X	X	X	X	Add-on
Lead Management	X	X	X	X	X
<b>Web Enabled – Web Client</b>	<b>X</b>	<b>X</b>	<b>Optional</b>	<b>X</b>	<b>Optional</b>
<b>Personal Computer (Your dedicated database)</b>	<b>X</b>		<b>x</b>		<b>X</b>
Reporting and analysis management	X		X	X	X
Team-based collaboration	X		X	X	
Quoting	X		X	X	Add-on
Forecast Management	X		X	X	
Sales Management & Opportunity Management	X		X	X	Add-on
Analytics & Dashboards (Measure Business Performance)	X		X	X	X

# Pricing

Functions	EasyDirector	Top Producer	Goldmine	Salesforce	Act
Keep your own data Backup	X				Add-on
Document Management	X	Add-on	Add-on	Add-on	Add-on
Invoice Management	X	Add-on	Add-on	Add-on	Add-on
Product & Service Catalog Management	X				
You Keep your data	X		X		X
Scheduling Activities	X	X	X	X	X
Pricing	\$79.99 per annum	\$99.95 per month	\$449.00	\$65 per month	\$367.00
EasyDirector - One Time 4 User License	<b>\$199.99</b>				

# Pricing

## Other products with similar functions for 2 user license: per year:

Cost incurred for the number of users mentioned above:

Zoho CRM Professional Edition \$288

SugarCRM Professional Edition \$960

Salesboom Professional Edition \$1,080

Salesforce Professional Edition \$1,560

Oracle CRM OnDemand \$1,680

### EMAIL CAMPAGIN SUBSCRIPTION

Subscribers	0 - 500	501 - 2,500	2,501 - 5,000	5,001 - 10,000	10,001 - 25,000	25,001 - 50,000
Monthly Cost	\$15	\$30	\$55	\$100	\$250	\$500
Send Limit	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited