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Welcome Pack – Item 5 – List of Documents to read

The following is a list of explanatory and reference documents for you to read when and where applicable. The order in which we have listed them is as follows: quick explanation, more detail, even more detail.

1. Welcome Pack Items 1 through 4
 - a. Item 1 = Returns Forms
 - b. Item 2 = Top 5 things to do to stay happy
 - c. Item 3 = Pricing overview
 - d. Item 4 = Testing overview
2. XchangeIT LINK Features & Benefits Summary.
3. XchangeIT LINK FAQ's. Can be found on the web.
4. Other documents on the web under "For Newsagents"
5. XchangeIT LINK Information Pack. This is a good overall reference document.
6. XchangeIT LINK Compliance Requirements for Newsagents.
7. XchangeIT LINK User Manual. This can be found on the web.
8. Although not actual documents as such, read your Headlines, File Notes, and Status regularly every day.

XchangeIT LINK is really simple, it takes very little time, it saves heaps of time & money.