



**APPARATUS**  
CONTRACTOR SERVICES, LLC

The

**Apparatus**

Operations

Program™

**HANDOUT**



## The Apparatus Operations Program™

**Delegate and improve the back-office operations of your company** with basic tools and management services including license, bond, insurance and education compliance tracking, full-service bookkeeping, payroll for you and your employees, weekly and annual financial reports, cloud-based digital document storage, forms library, and more.

The Apparatus Operations Program™ is our back-office operations service designed for every small to mid-sized contracting company.

**This package is best** for contracting companies that don't have the time, resources or skill set to staff and operate a full-service back office.

### Business Basics

#### **Licensing Compliance Tracking**

We keep track of the licenses you are required to have to keep your business in compliance with local and state contractor licensing requirements. We'll help you make sure all your licenses are updated annually to keep you and your business operating on the right side of the law!

#### **Education Compliance Tracking**

Most states have initial and ongoing education requirements for practicing contractors. Meeting these requirements is necessary for keeping your license current. Apparatus will work with you to stay ahead of these education updates and deadlines.

#### **Insurance Compliance Tracking**

We don't want you to get in a tight spot because something unexpected happens. We'll monitor your insurance coverages and keep you aware of renewals and required updates for all your policies, including personal insurance, liability insurance, worker's compensation and more.

Start. Grow. Scale. Apparatus powers your back office™.



### **Bond Compliance Tracking**

A surety bond holds contractors accountable for their projects and the teams they employ to complete the work they undertake for their clients. This bond is required by law and is a crucial element of the professionalism you want to maintain for your company. Apparatus will monitor the timing of your bond renewal and help you ensure that your bond never lapses.

### **Cloud-Based Documents Archive**

All your documents, invoices, receipts, paperwork and company forms will be filed into a cloud-based digital folder that only your company and Apparatus will have access to 24/7. This makes it easy to find the documents you need, as you need them. No more clutter, and no more lost documentation!

### **Forms Library**

Gain 24/7 access to Apparatus' growing online library of forms your company might need - from time cards to expense reports. If there are forms your company or trade requires, we'll work to have it for you.

## **Full-Service Bookkeeping**

### **Revenue and Receivables Management**

As you secure new business, simply pass us copies of your new contracts and we'll enter them into our bookkeeping system as receivables. When your customers pay, keep us informed and we will allocate the funds you receive to the correct open invoice. This ensures that you always have an accurate record of how much money you are owed, and by which client.

### **Digital Invoicing for Digital Payment**

We can send digital progress payment invoices or full invoices to your clients via email. They can then pay immediately via credit card or digital transfer direct from their bank account. Improve the accuracy of your receivables and the professionalism of your invoicing. Plus, it's a quick and easy experience for your clients!

### **Expenses and Payables Management**

Simply take a digital photo of each receipt as you're spending money and scan or email your bills to us as they come in. Then leave the bookkeeping to us! We update your books daily and provide you weekly reports via email. You'll know exactly what you've spent and which bills you have yet to pay. You'll also know how our business is performing – at a top level and at a project level.

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### **Bill Pay via Paper Check**

Let us know which bills you want paid in full or in part and when. We'll use our bookkeeping system to digitally process the printing and mailing of a paper check from your business account. This check will arrive at your vendor's address via the USPS in your company name. It's like automatic bill pay with a personal touch!

### **Checking Account Management**

We'll maintain real-time tracking and reporting of your account activity and balance. We ensure all your spending is allocated to the right accounts and the right projects. No longer will you have to wonder about your bank balance or where you stand with your cash flow.

### **Sales Tax Compliance**

Sales tax laws vary from state to state and are dependent upon services provided and materials purchased. We'll make sure your company is in compliance with the laws in your area so that there are no year-end surprises!

### **End of Year CPA Reports**

Have confidence in your business accounts and financials and avoid the all too familiar stress of tax season! We'll make sure your finances are in order and accurate – at a project level – making your fiscal year as stress-free as possible. We'll even provide you a detailed set of year-end reports that will help you or your CPA file tax returns for your company quickly and easily.

### **Annual 1099s**

Annual 1099s are used to report the money you sent to independent contractors you employed in the prior calendar year. We'll remove the headache and the guesswork by having this ready for you each year – and make your CPA's life a bit easier, too!

### **Full-Service Payroll**

### **Employee Onboarding and Retention**

We'll make sure each new employee receives and completes the correct paperwork for tax and payroll purposes. We'll also help you manage any on boarding documents or contracts specific to your company.

Start. Grow. Scale. Apparatus powers your back office™.



### **Payroll Processing**

Enjoy the freedom of automatic payroll and direct deposit – for you and your employees. It’s as simple as choosing the salary or hourly pay for your crew (including yourself!) and reporting on the hours worked. We do the rest so that each week you and your team can rely on those funds being directly deposited into the right accounts – with taxes already taken out.

### **Direct Deposit**

Direct deposit keeps employers and employees happy due to its convenience and reliability. Funds will be deposited directly into the bank accounts of your employees according to your pre-arranged pay schedule. Pay stubs are sent via email every pay period, eliminating excess paper waste and increasing digital organization.

### **Time Tracking**

Your team members will track their time on our fillable, downloadable forms weekly, bi-weekly, or monthly. Once you’ve signed off on their wages, you send the forms to us in one easy bundle and we start running payroll for that period. We’ll have access to the correct pay scale and wages for each employee, whether hourly, salary, or contract.

### **State and Federal Tax Withholding**

We set up the tax withholding from each paycheck for you and your employees so that you’re in compliance with state and federal tax law by year’s end. This ensures that local, state and federal taxes are being paid throughout the year and eliminates the stress you would otherwise feel wondering how much you’ll owe come tax time!

## **The Apparatus Operations Program™ Pricing**

**Monthly Fee:** Our Start! package is \$199.00 per month for a company with a single owner and up to two additional owners, employees, or contract laborers.

Our Grow! package is \$299.00 per month for a company with between four and six total owners, employees, or contract laborers.

Our Scale! package is \$399.00 per month for a company with between seven and twelve total owners, employees, or contract laborers.

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**Invoicing Fees:** We charge no fees for digital invoices we send to your clients on your behalf. If your client pays the invoice via bank transfer, there are no fees to you and you will receive the entire amount of the invoice. If your client pays the invoice via credit card, you will receive your funds less the fee charged by the credit card company.

**Bill Pay Fees:** We charge \$1.99 per check for bills we pay on your behalf via paper check. This is a service fee charged by the digital service we use, and we just pass this fee through to you.



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