The Apparatus Start! Program™

Start your company with basic tools and management services including license, bond, insurance and education compliance tracking, full-service accounting, payroll for you and your employees, weekly and annual financial reports, cloud-based digital document storage, forms library, and more.

Add optional support for securing your contractor’s license, forming and registering an LLC for your business, managing your Notices of Right to Lien, and getting caught up on past years’ accounting and tax-ready financials.

The Apparatus Start! Program™ is our entry-level service offering for contractors.

This package is best for contracting companies that don’t have the time, resources or skillset 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.
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 Accounting
Revenue and Receivables Management
As you secure new business, simply pass us copies of your new contracts and we’ll enter them into our accounting 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 accounting 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.

Bill Pay via Paper Check
Let us know which bills you want paid in full or in part and when. We’ll use our accounting 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.

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.

Company Payroll
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.

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!

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!

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**Start! Service Pricing**

**Monthly Fee:** Our Start! service is $199.00 per month for a company with a single owner and up to one additional owner, employee, or contract laborer. Just add $50.00 per month for each additional owner, employee, or contract laborer.

As an example, a contracting company with two owners and two additional employees or contract laborers would pay $199.00 plus $100.00 per month, for a total of $299.00 per month.

**Invoicing Fees:** We charge a $1.49 per invoice for digital invoices we send to your clients on your behalf. This is a service fee charged by the digital service we use, and we just pass this fee through to you.

**Bill Pay Fees:** We charge a $1.49 per check fee for bills we pay on your behalf. This is a service fee charged by the digital service we use, and we just pass this fee through to you.
A la Carte Services – Optional

Contractor Licensing Assistance, LLC Formation/Registration, and Notice of Right to a Lien Mailings are optional services that you can choose to bundle with your Start! program.

These optional services are not available on their own without a subscription to a Start!, Grow! or Scale! program package.

Contractor Licensing Assistance
If you’re just getting started in your contracting career, we’re here to help! We’ll work with you to help you navigate the education, licensing, insurance, bonds and registration hurdles you’ll face as you work to become a licensed contractor in your state. Getting started as a contractor can be a bit intimidating, but with Apparatus at your side, you’re on your way!

This optional service is available for a $499.00 one-time fee plus all training, insurance, and bond costs and all local and state fees.

LLC Formation and Registration
Turn your company into a profit machine! We’ll help you register your business name and protect your personal assets by forming a limited liability company (LLC). This is the first step toward getting you on the fast track to running a profitable business!

This optional service is available for a one-time $399.00 fee plus all local, state and federal fees.

Notice of Right to a Lien Mailings
Ensuring that you always follow your state’s lien laws will allow you to relax and enjoy the security of knowing you’ll get paid on all your projects. It’s simple. All you do is send us the basic project and client information before your work begins and we’ll take care of the rest. We’ll complete and mail a Notice of Right to a Lien to your client and keep you from missing out on the protections of the lien laws of your state. It’s how the professionals do it!

This optional service is available for $20.00 per client or project.
Catch-Up Accounting for Past Years’ Operations
Our catch-up accounting services can help you get your books fully up-to-date...you’ll even have tax-ready financials to hand to your CPA! With our catch-up accounting, we’ll get your books up to date by 1.) entering all your sales and deposits for your past years, 2.) entering all your business expenses for your past years, 3.) reconciling your business bank and credit card accounts for your past years, and 4.) generating an income statement and balance sheet for each past year. With these reports in hand, you’ll be able to have your CPA file your taxes for those past years. Just think...headache gone!

*This optional service is priced based on your needs and your available records.*

**Trusted Referrals – Free for Our Start! Program Clients**

**Certified Public Accountant**
We want only the best for our clients. If you’re in need of a CPA for your end of year tax return filing or for financial consulting, we’ll recommend the expert best suited to the needs of your contracting business.
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