

Checklist

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**SERVICES EVERY
CONTRACTOR SHOULD
EXPECT FROM AN
EXPERT BOOKKEEPER**



Contractor Bookkeeping Checklist

Does your bookkeeper...

Apparatus
Contractor
Services, LLC

Your
Current
Bookkeeper

BOOKKEEPING

Offer free email/phone/videocall support?



Organize and share your files and forms in a secure, accessible cloud archive?



Work exclusively with contractors?



Set you up on an official NAHB Chart of Accounts and Products/Services list?



Update your financial information in real time?



Pay your bills on your behalf?



Send invoices on your behalf?



Reconcile your bank and credit card account transactions every month?



Offer free integration with apps, CRMs, and other digital tools built for contractors?



Provide you and your CPA with unique logins to view your updated financials online, 24/7?



Contractor Bookkeeping Checklist

Does your bookkeeper...

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Your
Current
Bookkeeper

PAYROLL

- Provide employee onboarding and tax forms?
- Run payroll for you and your entire team?
- Use TSheets digital time tracking services?
- Distribute payroll weekly via direct deposit?
- Withhold state and federal taxes from every check?



FINANCIAL REPORTING

- Send you weekly reports tailored to your needs?
- Send you job cost vs. budget reports?
- Send you individual P&L reports for each project?
- Prepare annual end-of-year reports for your CPA?
- Prepare your end-of-year 1099s?
- Offer free resources to help you better understand your reports?
- Give you 24/7 access to key reports right on your smart phone?





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