



**APPARATUS**  
CONTRACTOR SERVICES, LLC

The  
**Operations**  
Advantage™  
Program

**HANDOUT**



## The Operations Advantage™ Program

**Delegate and improve the bookkeeping, payroll, and reporting operations of your company** with full-service bookkeeping, payroll, and reporting for you and your employees, real-time, weekly, and annual financial reports, cloud-based digital document storage, and more.

The Apparatus Operations Advantage™ Program is our full-service bookkeeping, payroll, and financial reporting 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 background to staff a full-service bookkeeping, payroll, and reporting capability.

### Full-Service Bookkeeping

#### **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!

#### **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!

Apparatus. Bookkeeping, payroll, and reporting for contractors only.™



### **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, both at a company level and at the 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 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 and Credit Card Account Management**

We'll maintain real-time tracking and reporting of your business checking and business credit card accounts activity and balances. We ensure all your spending is allocated to the right line-item in your chart of accounts and to the right projects. No more wondering about your bank or credit card 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!

## **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.

### **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 paychecks being directly deposited into the right accounts – with taxes already taken out.

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### **Payroll Direct Deposit**

Direct deposit keeps employers and employees happy because it is convenient and reliable. Funds are 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 digitally using TSheets®, a powerful add-on timecard tool designed by Intuit, the team behind Quickbooks® and Quickbooks Online®. With TSheets®, your team members will complete their time cards digitally on their smart phones. They'll be able to allocate their time to a specific project and to a specific task or type of work, giving you more precision to allocate labor to the correct Workers Compensation class codes. Once you've signed off on their timecards digitally through the TSheets® system, 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. 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!

## **Comprehensive Financial Reporting**

### **Real-Time Access to Key Financial Information**

You'll have real-time 24/7 access to your critical financial information right on your smart phone. Bank and credit card balances, receivables detail, payables detail, and more, right at your fingertips.

### **Weekly Pre-Formatted Reports**

Each Monday you'll begin your week with a full rundown of the operating results of your company – emailed to you in .pdf format. Bank and credit card balances, receivables, payables, G&A spending for the current month and for the year so far, and net income at both the company and project level. You'll never again be flying blind, wondering how things are running and missing the opportunity to take action when needed.

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### **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 company and 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!

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

**Monthly Fee:** Our Start! package is \$399.00 per month for a company with a single owner and up to two additional owners, employees, or contract laborers. We pay for the cost of the Quickbooks Online® and TSheets® accounts for your company.

Our Grow! package is \$599.00 per month for a company with between four and six total owners, employees, or contract laborers.

Our Scale! package is \$799.00 per month for a company with between seven and twelve total owners, employees, or contract laborers.

**Setup Fee:** We charge a one-time non-refundable setup fee of \$1,000.00 to establish and complete the setup of each new client set of books, payroll, and reporting.

**Invoice 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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