

## List of topics we need to address

1. Bill Dove – Year end – Show Income other discussion
2. Jennifer – Business Insurance
3. Cash Spending – In and Out, Collection and Cash Flow
4. Book Keeping – India – Request Meeting
5. QuickBooks – Job Costing – is working
6. QuickBooks – Standard Groups – Car Lease, Truck Lease, Mis-categorized – Keep in mind
7. Insperity implement January
8. Partners owner – hours and responsibility
9. Employees – title, promotion and growth
10. Operations –
11. Training and Quality control

### Group 1

Book Keeping - Tax Planning with Bill Dove – Insperity – Jennifer – Business Insurance , loans, budgeting

### Group 2

Partners – hours and responsibility, compensation

### Group 3 - Wednesday

Employee – training, promotion, titles, responsibilities, Operations, QC, standards

### Group 4 - Thursday

New opportunities, planning for 2018, new sources of income

### Group 5 - Thursday

Assessments of current sales, income, lessons learned.

Julio and Scott. Type of clients.

Where we are getting the business? Margins, Cost of Borrowing

Group 1

Book Keeping - Tax Planning with Bill Dove – Insperity – Jennifer – Business Insurance , loans, budgeting

Indian Bookkeepers ready to organize quickbooks and product reports.

We can schedule our kick Off Call for Monday either at 7am PST or 9am PST.

). He will be your engagement manager and key point of contact. He will be supervising the accountant (Deepak Choudhary) who will be working on your books. You can provide Remote Desktop, QuickBooks and Hubdoc access to [tajinder@outsourcinghubindia.com](mailto:tajinder@outsourcinghubindia.com) and [deepak@outsourcinghubindia.com](mailto:deepak@outsourcinghubindia.com)

The accountant will work on you books twice a week. Those two days will be predefined and will be shared with you at the start of engagement.

Accounts details to send us the Security deposit

**Payee Name:** P B Tech Impact Solutions Private Limited

**A/C No.** 051481300000045

**Bank:** Yes Bank

**IFSC Code/Branch Code:** YESB0000514

**Branch State:** Delhi

**Branch:** East of Kailash, Delhi

Turnaround time Clarification

The accountant will work on you books twice a week. Those two days will be predefined and will be shared with you at the start of engagement. Please email me if you have any questions.

Next Steps

- Login access to QuickBooks
- Hubdoc user access
- A small business note on the entity

Post testing remote login access and review of your QuickBooks file I will then introduce you to the engagement manager who will connect with you to initiate the engagement.

The turnaround time for a 40 hour package will be 3-5 business days. This is clearly highlighted in the contract. A daily turnaround time will not be possible since the accountant working on your files is responsible to manage workload of 2-3 other clients. We can schedule the reconciliations twice a week.

Solution that we agreed

India – accountant – will work on a copy not on the live.

We want the accountant to show us a standardized QB format that groups and categorized based on the construction.

Bill Dove – Luis will prepare the quickbooks for Tax planning

AJ – Will work for Insperity paperwork and we will not integrate with QB.

Insperity Paydates 01/5/2018 and 1/19/2018

Luis is discussing with Jennifer.

Group 2

Principle –

Paid for hours worked in the business – based on a standard position that could replace.

Profit sharing. Discuss with CPA Bill Dove.

AJ - New Opportunities Business Development, Business Processes, Marketing, Sales, Sales Manager

Luis – Controller Financial, Operations Manager (Warehouse, Storage, Cleaning, Job Scheduling, Billing), Estimator,

Overseeing Field and Warehouse Work

Imtiaz – Collections and Credit. IT Support. Sales.

Salary for the position. Stabilize.

Indeed.com get position salaries

Group 3

AJ – Trainer - Training – review, agree and then roll it out.

Weekly Meetings and Training – 6 am – Wednesday – 45 minutes max.

AJ - Employee Titles and Responsibility – We use from the class. Based on skills and productivity. Review and scoring.

Closed the loop and get the client feedback. Yelp. \$5

Group 4

AJ will be provided the information

75% Margin

1. Water Damage Repair List – Marketing
2. 800-Water Damage - \$79K – Belfor Franchise ongoing – Steve and Mark. 1.0 Million 40% Margin
3. Green Home Solutions Mold Remediation test– Odor etc.

Home inspection – 300K

Drycleaners –

Group 5

Assessments of current sales, income, lessons learned.

TPA – sign ups

Preferred Insurance vendors