

\$10K TO \$10M
WE ARE THE
SECRET WEAPON
SUPPORTING YOUR
GROWTH AND SUCCESS

CUT THE WASTE:

- **Save Money** by paying only for what you use each week
- **Save Time** by focusing on your core business and outsourcing the rest
- **Save Your Business** by easily cutting through the numbers to make strategic decisions
- **Save the Environment** by going a little bit paperless

DO YOU SEE YOUR STORY?

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The New Solution

BOLT-ON BOOKKEEPING DEPARTMENT FOR SMALL BIZ

Always Fair Pricing for Big and Small

After many trips to the drawing board and repeated flogging of our technical staff we have finally figured out how to bring Bookkeeping Powered by ZenOperative to all small business across the US...no matter what size.

Every one of our clients, big or small, receives:

5 levels of bookkeeping at tiered pricing -

Never overpay. The easy stuff is cheaper and the hard stuff is more expensive. You only pay for the higher levels of experience when you need it.

Pay by the second -

Why pay someone who will round up to the quarter hour? We track our time down to the second! (Don't you wish your attorney did that?)



Maximize your resources while you focus on growing your business

And to insure billing integrity, our proprietary software system ensures that only active time spent on your documents are billed to

you. There is no way for a staff member to charge you for inactive time or "accidentally" bill the wrong client.

Better than fixed price...no surprise weekly draft -

Don't settle for a bookkeeper who gives you a PADDED fixed price. We'll work with you to create a maximum weekly bookkeeping bill that fits your cashflow. If your actual bookkeeping activity for this week is less than your weekly bookkeeping budget that's what you'll pay. Need more work done this week than your budget will allow? We'll use our no surprise weekly draft to spread out the cost over a few weeks.

Minimal Cost to Get Started

No setup fee - No setup fees to begin. Pay only for the time it takes us (down to the second of course!) to standardize and streamline your QuickBooks file and your bookkeeping process to help you save money over time. Setting things up properly from the beginning typically cuts the time it takes to perform a business' bookkeeping significantly.

No monthly minimums - Are you just starting out? Do you think your company is too small? Don't worry, start your business off on the right foot and let us stay on top of your bookkeeping from the very beginning. If you only need us a few minutes a month, that's all we'll bill you for. Don't get behind and have to endure your CPA's

lecture and big bill at tax time. We'll just ask that you pay the QuickBooks Online Monthly subscription fee directly. BUT we do a lot of volume and QuickBooks allows us to pass along our 25% discount for their monthly subscription to you as our client.



“In this environment, the future and survival of all businesses is to focus on their core and outsource the rest.”

-Vic Ahmed

Innovation Pavillion

Marketplace for
Entrepreneurs

“I am too small and too busy”

- Monthly we send you an email reminder asking you to upload your bank and credit card statements.
- If you forget, your account manager gives you a call to help you get them uploaded into our system.
- You can opt to keep your backup documentation (paper receipts) in a folder and scan them in at the end of the week.
- Otherwise, grab your cell phone and click a picture of receipts and bookkeeping documents and send them in.
- Providing us with all of the backup documentation as you go along will feel less overwhelming than finding them all at the end of the year.
- We do the data entry and reconciliation for you each month, to spread out the cost while your

“My spouse does the books...

IS OVERWHELMED AND WE ARE NOT SURE IT IS ALL CORRECT”

- We assist with some process consulting and training for your spouse.
- Your spouse can then complete the work that

makes sense for them to do in-house and the remainder gets effortlessly upgraded to us.

- We review, reconcile and close out the books for you each month ensuring consistency in the quality of information.

- If we catch any small mistakes that your spouse may have made we provide them with feedback and ongoing coaching as needed to make sure small inaccuracies don't compound themselves going forward.

“I am on the board...

AND WE ARE CONCERNED ABOUT THE TIMELINESS, SECURITY AND CONSISTENCY IN RECORD KEEPING AND REPORTING.”

- We provide a team of bookkeepers that creates a division of duty for security, but you also get a single point of contact with your account manager providing the consistency

and personal interface needed to meet the needs of your board.

- We schedule your work so that your board members receive their financial reports prior to the board meeting for review.
- As members of your board change or volunteers come and go, the books will remain accurate, consistent and complete.
- We can provide the tools to make it effortless for your organization to imple-

ment and track multiple levels of approval for expenditures.

- Each person in your organization can submit relevant documents through their cell phone camera or email. Also, all of your board members can be given access to Evernote to review all bookkeeping source documents giving them additional insight and accountability in managing the financial affairs of your organization.

“I am using Craigslist to find a part-time bookkeeper”



Don't hire blindly.

amount of time you need. (Did you know there is no standard for bookkeepers?)

- We hire our entry level bookkeepers from

Craigslist and weed out 98% of them through a simple 15 question test, allowing us to

hire only the best. Don't hire one of the 98% we rejected!

- We will work with you to streamline your bookkeeping process to save you money.
- We provide you with numerous simple ways to get your bookkeeping documents to us, so having a person onsite no longer becomes necessary.

- We provide your organization with trained professional bookkeepers for exactly the

“Our bookkeeper was overworked...”

AND QUIT!”

- Bookkeepers get overwhelmed because the workload starts to increase before your business can afford to hire another person. Rather than worrying about having the right number of bookkeepers (and keeping them busy a certain number of hours per week) our system provides the right number of hours for

your needs each week.

- Our system eliminates the need for you to background check, hire or train any future bookkeepers
- Though our software we reduce non-productive time by up to 44%. We detect when our bookkeepers are inactive and only bill you for their active time. No more will you be paying for trips to the cof-

fee pot, restroom breaks and chatting around the water cooler.

- Our 5 levels of bookkeeping allows you to pay for the perfect bookkeeper for your needs. Rather than hiring someone with little experience who will be in over their head or someone well qualified but who you have to overpay for simple stuff.

“We only hire 2% of the bookkeepers that apply, don't hire one of the 98% we reject!”

“Can I Really Go Paperless?”

- **The most versatile and effortless way to go paperless** - We are really into making life easier and we love Evernote where your documents are always “Yours, Safe and Portable.” For only \$45 per year you will have access to a cutting edge paperless system where we will securely store your bookkeeping documents after we have processed them. We will help

you share those documents with your CPA or other business advisors with one easy step.

- **AND we'll do all the filing for free!** - Sell your filing cabinet at your next garage sale and throw away the file folders. You will love seeing your documents “magically” appear in Evernote as we get the work done and you will always

know when and what we have been working on. Talk about accountability!

- **Want more by having less?** - We also provide paperless consulting for other areas of your business and personal life once you become addicted to the time and cost savings of



Do not let others hold your documents hostage. Evernote works everywhere.

“PAPERLESSNESS.”

POWERED BY



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Bolt-On Bookkeeping Department
No matter what you do...
we'll make running your business easier.

Security - We have spent a lot of time considering your safety and have implemented procedural and systematic security measures that rival the largest financial institutions. Most importantly, we protect you from human fraud by assigning your account to a team of bookkeepers so there is always a division of duty which is the key to fraud and embezzlement prevention. Want more specifics, just let us know.

Single point of contact - When you need to talk with someone, during normal business hours, you will have a single point of contact that is the manager of your bookkeeping team and is intimately involved in the details of your business and concerns. But if you need something simple, are too busy to call or just working late at night, we also provide an electronic portal to securely communicate with your bookkeeping team. Any request that comes from you jumps to the top of the priority list so your needs or concerns are addressed ASAP.



We use only US based labor

We are hiring sales people across the US for lucrative commission based

Getting Started is Easy

To Sign Up:

1. If you have more questions, please contact Kari Moore at 303-974-6997 or use the Contact Us form at zenoperative.com/contact. We can also help you complete the remaining steps if you are having trouble.
2. Complete the online sign up to give us your contact information, review our terms of service and set your initial no surprise cap.
3. Schedule an onboarding appointment with our onboarding specialist through our web calendar.
4. If you have one, send us a copy of your QuickBooks file to review prior to your onboarding appointment at Zenoperative.com/upload
See our website for detailed instructions for making a backup copy.

Before your Onboarding Appt:

1. Have your routing number and checking account number so that we can set up your auto-draft. We will also discuss if your "no surprise" limit is realistic based on our file review.
2. Set temporary passwords to your online logins so we can retrieve statements from:
 - bank accounts
 - any credit cards you use for the business
 - merchant accounts
 - paypal accounts
 - website shopping cart accounts, etc.

We will not use or retain these logins, but will have someone pull the documents we need during your

onboarding appointment. You can reset your password after your appointment.

3. A copy of the last tax return you filed.

4. If you have a file folder of all of your receipts, even if you have already entered them, we will quickly scan them for you, so you will have a complete set of electronic records for the year. No need to organize them, just bring in the folder or shoe box or if you are out of town, you can scan or email them to us. We can provide you with more complete instructions during your onboarding appointment.

5. Think about what you would like to know about your business or what your major pain points are so we can plan out the solutions.