

ArchiOffice 2011

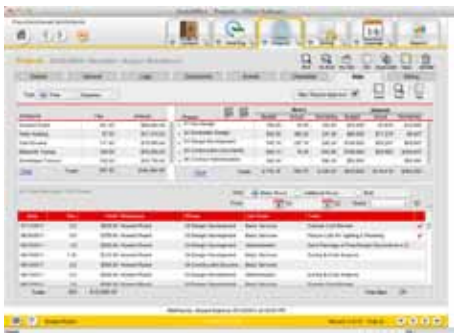
Power your office. Empower yourself.

ArchiOffice® is a powerful, indispensable software made just for architectural firms to help them handle the crush of day-to-day activities, jobs and people—and most important, to grow and be profitable.



..... Keep track of all financial data for your projects.

..... Keep track of all your contacts and documents.



..... Keep track of every employee's time and expenses.

..... Keep track of your budget, time and performance.



..... Easily create invoices and generate easy-to-read billing reports.

..... Quality control, budgeting and scheduling at a glance.



..... Understand your profit centers at both the Project and Employee levels.

..... Quick entry for employee timecards.



Created by architects, for architects, ArchiOffice is the only software that integrates all the elements of office and project management into one very user-friendly application for Macs and PCs.

CREATED BY ARCHITECTS FOR ARCHITECTS

ArchiOffice is a comprehensive, intuitive and user-friendly project management software solution designed specifically for architecture firms. With robust tools such as Contact and Project Management, Document Management, Time and Expense Tracking, Billing, Calendar and Reporting, ArchiOffice is a central portal for nearly all the functions necessary to run your firm.

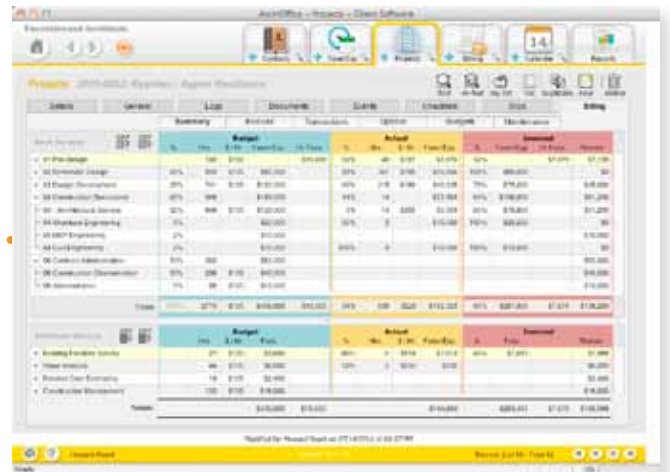


Organize your dashboard for maximum efficiency.

Customize the dashboard with your tasks, contacts, to-do lists and more—you can even select from pre-built charts or easily create your own.

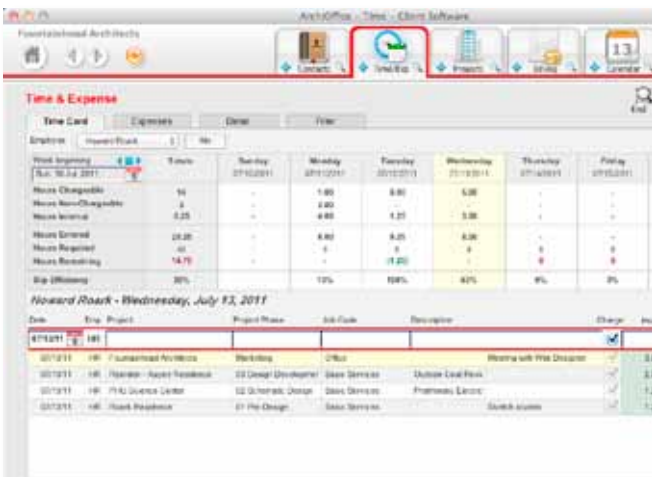
Stay on top of your project costs.

Quickly compare the real-time budget vs. actual vs. invoiced project costs—and simply click-into any cost for further detail.



Simplify your timecard process.

With our intuitive timecard, employees only see the projects, phases, codes and tasks that are active for them.



Call (855) 687-1028 to Schedule a Live Walk-Thru



CUSTOMER TESTIMONIALS

"ArchiOffice is so well targeted to the workflow in an architectural office that we have found it **extremely easy to set up and use**. Plus, we feel we're dealing with friendly, smart people who actually use the program themselves, and are committed to making it better and better as time goes on."

—Robert Dean, AIA
Robert Dean Architects
New Canaan, CT, United States

"ArchiOffice is a **powerful tool** that leverages our ability to track all aspects of our projects. The power of ArchiOffice to bring together all the elements of practice is evident."

—Shedrick Coleman, AIA
Cowart Coleman Group, LLC
Savannah, GA, United States

"ArchiOffice **addresses all of the aspects of my practice**. As a principal, I appreciate the ease of creating invoices and seeing the activity of each staff member."

—Steven Spurlock, AIA
Wnuk Spurlock Architecture
Washington, D.C., United States

"Introducing ArchiOffice to my firm saw my **billing increase 300% in one month!** It is an extremely effective tool for managing time and ensuring expenses are recouped."

—Gary Beyerl, AIA
Burns + Beyerl Architects, Inc.
Chicago, IL, United States

"ArchiOffice is that rare thing in software—it not only looks great but it is a pleasure to use. And, **support is outstanding**—fast, friendly and enthusiastic. I enthuse about ArchiOffice to every fellow architect I meet—that's the effect it has on you."

—William Sutherland, RIBA
WS Architecture, Ltd.
Ambleside, Cambria, United Kingdom

"We love everything about ArchiOffice. It's comprehensive. ArchiOffice has **revolutionized our firm**. I don't know how we could have run our business without it."

—Nick Richter, RA
Richter Architecture
North Sydney, NSW, Australia

FREQUENTLY ASKED QUESTIONS

How do I evaluate ArchiOffice?

Our website provides Product Screenshots, Videos and a Getting Started Guide. We would also be happy to arrange a private on-line demonstration for you and your team to see specifically how ArchiOffice can work for the needs of your firm.

Does each employee need an individual license?

Yes. ArchiOffice is a named-user license product. Any employee who needs to login to ArchiOffice is required to have a license. If you have 20 employees in your firm, and purchase 10 licenses, you select which 10 employees are assigned to the licenses.

Does ArchiOffice include an accounting module?

ArchiOffice does not include its own general ledger accounting module. Project-related accounting is managed in ArchiOffice including budgeting, time and expense tracking, invoicing and payments. This information is synced with or exported for use with off-the-shelf accounting software programs such as QuickBooks®, Peachtree® and AccountEdge®.

Does ArchiOffice run on both Macs and PCs?

Yes. ArchiOffice works on many platforms including Windows XP, Vista, Windows 7 and Mac OS. To see if you meet our System Requirements, check out the Support Section at ArchiOffice.com.

Do you provide migration and training services?

Yes. Even though ArchiOffice is extremely easy to set up and use, we suggest using our migration and training services to ensure you are using ArchiOffice to its full potential. Customers who utilize these services experience less time migrating and quickly gain visibility to project profitability. These services are designed according to your needs, and can be provided on-site or remotely.

Does ArchiOffice show project profitability?

Yes. You can instantly see the costs and profitability down to the phase level. You can also print presentation-quality reports comparing profit by project type or principal.

INTEGRATION WITH QUICKBOOKS



SMART, SIMPLE AND ROBUST

Data integration between ArchiOffice and QuickBooks can make your time billing, accounting and financial management tasks easier.

With ArchiOffice, you are equipped with a powerful office and project management solution for architects. QuickBooks is a business accounting software that provides solutions such as general accounting, accounts payable, online banking, payroll and other functions. Integrated, ArchiOffice and QuickBooks deliver a virtual application that ensures data accuracy, eliminates time-consuming duplicate manual entry, enhances flexibility and increases control over your bottom line.

Compatible QuickBooks products include:

- QuickBooks Pro and Premier editions 2004 and later.
- QuickBooks Enterprise Solutions v4 and later.
- Canadian editions of QuickBooks 2006 and later.
- UK editions of QuickBooks 2006 and later.

SYNCS WITH:



AddressBook



iCal



AppleMail



Outlook
(PC Only)



Entourage

KEY FEATURES

GENERAL

- ✓ ArchiOffice is **accessible anywhere, anytime** over the Internet or your LAN or WAN.
- ✓ Customized screen layouts saved for each user.
- ✓ Powerful search engine allows ability to extend or reduce found set.

DASHBOARD

- ✓ Unlimited, customizable and secure dashboards for all employees.
- ✓ Powerful **charting engine**.
- ✓ Customizable charts can be private or shared.

TIME & EXPENSES

- ✓ Employees only see projects, phases and codes that are active and which they are authorized to see.
- ✓ Timecards can include project tasks that have been assigned to the employee. Only tasks related to the selected phase and which have not been completed are available to select.
- ✓ Ability to **drill down** into phases and sub-phases or job codes and sub-codes when creating timecard.
- ✓ Projects can **require time and expense card approval**.

PROJECT MANAGEMENT

- ✓ See **real-time project profitability** and **budget vs. actuals**.
- ✓ Ability to create phases with unlimited sub-phases (great for breaking out consultants or budgeting by role).
- ✓ Submittal logs: assign to employee to-do's and run reports.
- ✓ Project to-do list allows you to decide how far into the future ArchiOffice should look.
- ✓ Powerful checklists provide valuable quality control; allows project managers to budget, assign and monitor tasks.

INVOICING

- ✓ Invoice options built specifically for architects: Stipulated sum, percentage of construction, hourly, unit cost or multiple of DPE/DSE.
- ✓ Designated phases or codes can bill hourly and have a cap.
- ✓ Ability to **output invoices to Microsoft Word®**, and other word processing applications, allowing you to control the full look and feel of your company's branded invoices.
- ✓ **Smart invoicing**; ArchiOffice knows which reimbursable expenses are subject to markups.

REPORTING

- ✓ **Sophisticated search** within the reporting engine.
- ✓ Easily monitor employee performance and realization rates.
- ✓ Output reports directly to **PDF, XLS and CSV** formats.
- ✓ **Customizable invoice templates** using free, open-source iReports design software.

SECURITY

- ✓ Security privileges can be assigned by workgroup and customized for each employee.

DOCUMENT MANAGEMENT

- ✓ Project documents can be **stored on any hard drive** on your LAN or WAN, making it **easy to move or archive projects**.
- ✓ Seamless project folder syncing allows ArchiOffice to automatically update itself based on documents added.
- ✓ Create **document templates** from any file type that can read/write RTF (rich text format). Examples are, Microsoft Word®, Open Office®, Notepad®, TextEdit®, Word Perfect® and Adobe Illustrator®.
- ✓ Link any electronic file to one project and unlimited contacts.

CALENDAR

- ✓ Calendar with a rich user interface such as mouse-over to reveal event details, color coding, drag-and-drop rescheduling, etc.

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SYSTEM REQUIREMENTS

For a complete list of recommended minimum system requirements, visit:
www.bqe.com/ProductRequirementsAO

ABOUT BQE

Headquartered in Los Angeles, California, with more than 100 employees, BQE Software is the leading provider of time tracking, billing and project management software solutions designed specifically for professional service providers such as Architects, Engineers, Business Consultants and IT Consultants. For more than a decade our software applications have enabled organizations to automate timekeeping, project management and billing processes.

BQE Software serves more than 225,000 customers worldwide.

BQE's flagship products, ArchiOffice®, EngineerOffice® and BillQuick®, combine precision time tracking and intelligent invoicing with powerful project management and reporting tools -- together delivering a complete solution that is priced to deliver quick return on investment.

ArchiOffice.com | (855) 687-1028

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