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**ArchiOffice** 2014  
Problem Solved

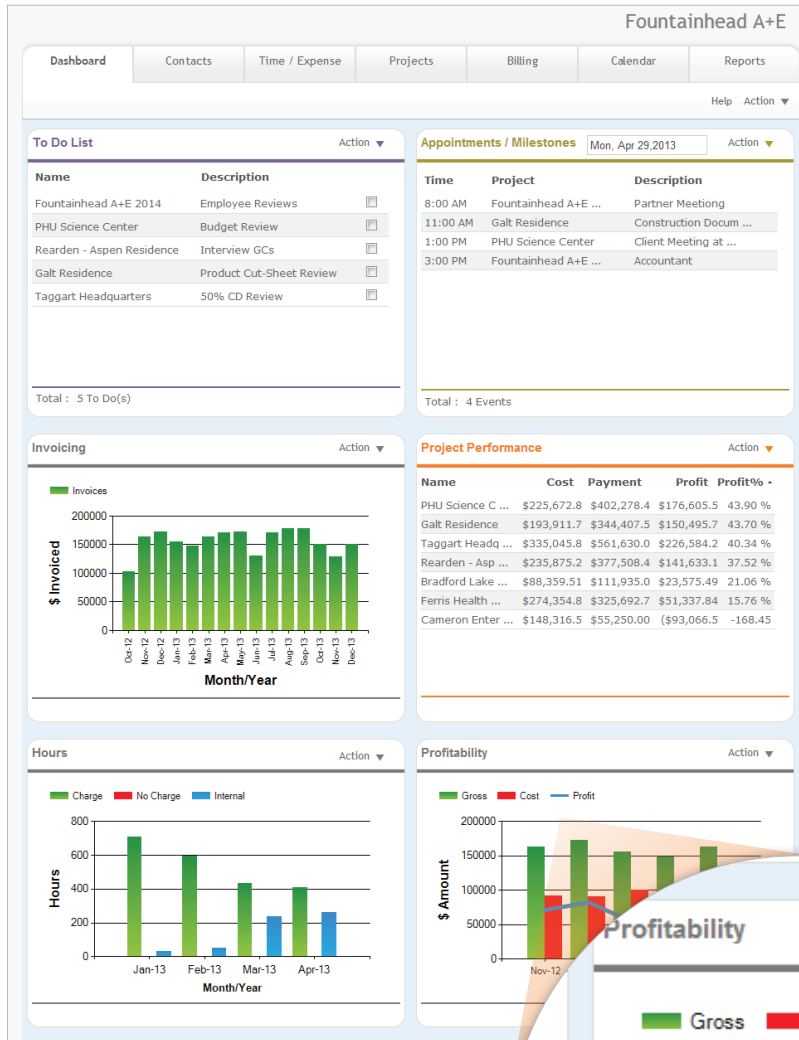


## We have the solution to your business problems.

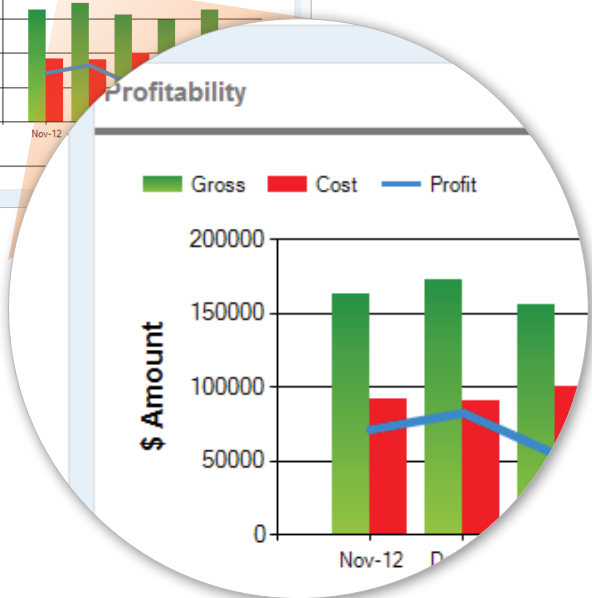
BQE ArchiOffice® is an award-winning time tracking, billing, and project management software for architects. For more than 10 years, we have helped our customers efficiently manage people and projects, while they focus on designing great architecture. We provide principals and managers with easy-to-use tools to simplify their workload, increase cash flow, and generate more revenue. In our latest release, we have enhanced our reporting and invoicing features to be more intelligent, automated, and user-friendly. The powerful ArchiOffice 2014 brilliantly organizes and analyzes your data, presenting useful information to help you solve your everyday business management problems.

# Simple Usability

Intuitive, streamlined design that allows for efficiency and ease-of-use.



- Monitor KPIs on an organized Dashboard
- Accessible anywhere, anytime
- Access via iPhone, iPad, or Android devices
- Export data easily
- Color code your data
- Manage documents in one place
- Customize project folder locations
- Easily identify “No-charge” time
- Transfer retainers between projects
- Print Client Statements
- Customize Start of the Week on timecard and reports



# Powerful Time & Expense Tracking

Clearly track employees' time and expenses on a single screen.

The screenshot displays the 'Fountainhead A+E' software interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'Contacts', 'Time / Expense' (selected), 'Projects', 'Billing', 'Calendar', and 'Reports'. Below this is a 'Print' button and a 'Help Action' dropdown. The main area is divided into 'Time' and 'Expense' sections. The 'Time' section shows a summary table for employee 'Howard Roark' for the week beginning 'Sun, 12 May, 2013'. The table includes columns for 'TOTALS', 'SUNDAY', 'MONDAY', 'TUESDAY', 'WEDNESDAY', 'THURSDAY', 'FRIDAY', and 'SATURDAY'. The 'Expense' section shows a detailed view for 'Howard Roark - Friday, May 17, 2013', listing tasks such as 'Paid Time Off', 'Reflected Ceiling Plans', 'Code Analysis - Consultants', and 'In-House Meetings' with their respective hours and billable status.

|                      | TOTALS | SUNDAY<br>05/12/2013 | MONDAY<br>05/13/2013 | TUESDAY<br>05/14/2013 | WEDNESDAY<br>05/15/2013 | THURSDAY<br>05/16/2013 | FRIDAY<br>05/17/2013 | SATURDAY<br>05/18/2013 |
|----------------------|--------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|
| Hours Chargeable     | 29     | -                    | 7                    | -                     | 8                       | 8                      | 6                    | -                      |
| Hours Non-Chargeable | -      | -                    | -                    | -                     | -                       | -                      | -                    | -                      |
| Hours Internal       | 11     | -                    | 1                    | 8                     | -                       | -                      | 2                    | -                      |
| Hours Entered        | 40     | -                    | 8                    | 8                     | 8                       | 8                      | 8                    | -                      |
| Hours Required       | 40     | -                    | 8                    | 8                     | 8                       | 8                      | 8                    | -                      |
| Hours Remaining      | -      | -                    | -                    | -                     | -                       | -                      | -                    | -                      |
| Slip Efficiency      | 72.5%  | 0.00%                | 87.5%                | 0.00%                 | 100%                    | 100%                   | 75%                  | 0.00%                  |

| Date       | Project                    | Phase (0.00 %)                           | Job Code | Task/Description            | Chg                                 | Hours |
|------------|----------------------------|--|----------|-----------------------------|-------------------------------------|-------|
| 05/17/2013 | 2013-0000 : Fountainhead A | Paid Time Off                            | Vacation |                             | <input checked="" type="checkbox"/> |       |
| 05/17/2013 | Ferris Health Clinic       | 04 Construction Document: Basic Services |          | Reflected Ceiling Plans     | <input checked="" type="checkbox"/> | 4 \$  |
| 05/17/2013 | Ferris Health Clinic       | 04 Construction Document: Basic Services |          | Code Analysis - Consultants | <input checked="" type="checkbox"/> | 2 \$  |
| 05/17/2013 | Fountainhead A+E 2013      | In-House Meetings                        | Office   |                             | <input checked="" type="checkbox"/> | 2 ✓   |

Totals: 8

- Quickly review time and expenses by project or employee
- Configure settings so employees see only their assigned projects
- Write unlimited length notes for time and expenses
- Track Personal Time Off
- Flag items as Billable/Non-Billable
- Easily withhold selected time or expenses from being invoiced
- Turn Timer on/off
- Select and assign tasks for every project
- Link receipts, pictures, and files to expenses
- Easily track employees' schedules in real-time
- Instantly learn which team members are overextended or underutilized

# Smart Project Management

Business intelligence tools that help you stay organized and up-to-date on jobs.

The screenshot displays the 'Fountainhead A+E' software interface. At the top, there are navigation tabs: Dashboard, Contacts, Time / Expense, **Projects**, Billing, Calendar, and Reports. Below the tabs is a search bar containing '2013-0003: Cameron Enterprises HQ' and buttons for 'Previous', 'Next', 'Help', and 'Action'. The main content area has sub-tabs: Details, General, Logs, Documents, Events, **Tasks**, Slips, and Billing. Under the 'Tasks' tab, there are checkboxes for 'Use Task for Time' (checked) and 'Use Estimated Completion for Progress'. Below this is a table showing project phases with progress bars and associated hours.

| Phase                      | %        | Progress                         | Phase Budget Hrs | Task Budget Hrs | Phase Actual Hrs |
|----------------------------|----------|----------------------------------|------------------|-----------------|------------------|
| 01 Pre-Design              | 100.00 % | <div style="width: 100%;"></div> | 0.00             | 66.50           | 78.75            |
| 02 Schematic Design        | 62.00 %  | <div style="width: 62%;"></div>  | 648.65           | 686.25          | 606.25           |
| 03 Design Development      | 39.00 %  | <div style="width: 39%;"></div>  | 933.33           | 951.00          | 617.00           |
| 04 Construction Documents  | 2.00 %   | <div style="width: 2%;"></div>   | 1666.67          | 1560.25         | 38.00            |
| 06 Contract Administration | 0.00 %   | <div style="width: 0%;"></div>   | 0.00             | 202.00          |                  |
| <b>Totals:</b>             |          |                                  | <b>3248.65</b>   | <b>3466.00</b>  | <b>1340.00</b>   |

Below the phase table, the '02 Schematic Design' section is expanded, showing a task list with filters for Type, Responsible, and Status (set to Pending).

| Task                                 | Start Date | Budget Hrs    | Actual Hrs    | Status  |
|--------------------------------------|------------|---------------|---------------|---------|
| Building Elevations - Character      |            | 96.00         | 37.75         | Pending |
| Typical Sections                     |            | 96.00         | 48.00         | Pending |
| Scope Specifications - all Divisions |            | 36.00         | 24.00         | Pending |
| Schedules: Room Finish & Door        |            | 32.00         | 23.00         | Pending |
| <b>Totals:</b>                       |            | <b>260.00</b> | <b>132.75</b> |         |

- Watch the status of tasks by phase
- Schedule, budget, and assign tasks as you see fit
- Track budget vs. actual hours and costs in real-time
- Track submittal-approval, drawing, and RFI workflows
- Identify inefficient employees and profit sources
- Prepare competitive, realistic fee proposals
- Customize phases and job codes
- Manage consultant fees
- Track % complete using Tasks
- Live access to all project documents
- Create secure notes for projects and contacts



# Flexible Invoicing

Dynamic invoicing features that make it easier for you to bill clients.

Fountainhead A+E

Dashboard    Contacts    Time / Expense    **Projects**    Billing    Calendar    Reports

2012-0003:PHU Science Center    Previous    Next    Help    Action ▼

Details    General    Logs    Documents    Events    Tasks    Slips    **Billing**

Summary ▼

Billing Client: Dr. Robert Stadler     Hours     \$/Hours    Action ▼

| Basic Services             | Budget       |             |                  |            | Actual      |              |                  | Invoiced   |                  |            |                |
|----------------------------|--------------|-------------|------------------|------------|-------------|--------------|------------------|------------|------------------|------------|----------------|
|                            | %            | Hrs         | Fee+NR Exp       | Hr Fee     | %           | Hrs          | Fee+NR Exp       | %          | Fee+NR Exp       | Hr Fee     | Remain         |
| 01 Pre-Design              | 3 %          | 50          | \$10,000         | \$0        | 103 %       | 46           | \$10,325         | 100 %      | \$10,000         | 0          | \$0            |
| 02 Schematic Design        | 23 %         | 378         | \$70,000         | \$0        | 94 %        | 351          | \$65,991         | 100 %      | \$70,000         | 0          | \$0            |
| 03 Design Development      | 28 %         | 472         | \$85,000         | \$0        | 86 %        | 389          | \$73,135         | 100 %      | \$85,000         | 0          | \$0            |
| 04 Construction Documents  | 33 %         | 571         | \$100,000        | \$0        | 60 %        | 355          | \$60,148         | 100 %      | \$100,000        | 0          | \$0            |
| 06 Contract Administration | 13 %         | 267         | \$40,000         | \$0        | 25 %        | 53           | \$9,925          | 95 %       | \$38,000         | 0          | \$2,000        |
| <b>Totals</b>              | <b>100 %</b> | <b>1738</b> | <b>\$305,000</b> | <b>\$0</b> | <b>72 %</b> | <b>1,194</b> | <b>\$219,524</b> | <b>0 %</b> | <b>\$303,000</b> | <b>\$0</b> | <b>\$2,000</b> |

Hours     \$/Hours

| Additional Services     | Budget |            |                 |        | Actual     |          |            | Invoiced   |            |        |                 |
|-------------------------|--------|------------|-----------------|--------|------------|----------|------------|------------|------------|--------|-----------------|
|                         | %      | Hrs        | Fee+NR Exp      | Hr Fee | %          | Hrs      | Fee+NR Exp | %          | Fee+NR Exp | Hr Fee | Remain          |
| Construction Management |        | 83         | \$12,500        |        | 0 %        |          | 0          | 0 %        | 0          |        | \$12,500        |
| Change Order #01        |        | 200        | \$0             |        | 0 %        |          | 0          | 0 %        | 0          |        | \$0             |
| <b>Totals</b>           |        | <b>283</b> | <b>\$12,500</b> |        | <b>0 %</b> | <b>0</b> | <b>\$0</b> | <b>0 %</b> | <b>\$0</b> |        | <b>\$12,500</b> |

|                            |              |              |                  |            |             |              |                  |            |                  |            |                 |
|----------------------------|--------------|--------------|------------------|------------|-------------|--------------|------------------|------------|------------------|------------|-----------------|
| <b>ALL SERVICES TOTAL:</b> | <b>100 %</b> | <b>2,022</b> | <b>\$317,500</b> | <b>\$0</b> | <b>72 %</b> | <b>1,194</b> | <b>\$219,524</b> | <b>0 %</b> | <b>\$303,000</b> | <b>\$0</b> | <b>\$14,500</b> |
|----------------------------|--------------|--------------|------------------|------------|-------------|--------------|------------------|------------|------------------|------------|-----------------|

- Select any of the 5 invoice methods:
  - Stipulated Sum
  - Hourly Rate
  - Percent of Construction
  - Unit Cost
  - Multiple of DPE/DSE
- Designate certain phases to bill hourly
- Batch invoicing
- Reverse or void invoices and payments
- Track GST and VAT
- Bill clients now with Progress Billing
- Save invoices as PDF or RTF (Word)

**INVOICE**

BILL TO

**Hank and Lilly Rearden  
330 Washington Avenue  
Pittsburgh, PA 15223**

**Project Description: Rearden - Aspen Residence**

| INVOICE NUMBER | INVOICE DATE | PAYMENT DUE DATE | OUR PROJECT NO. | BALANCE DUE        |
|----------------|--------------|------------------|-----------------|--------------------|
| REA-004        | Apr 30, 2014 | May 30, 2014     | 2012-0002       | <b>\$48,834.00</b> |

|                             | Fee Summary    |                     | Previously Invoiced |                     | Current Invoice |                    | Remaining           |
|-----------------------------|----------------|---------------------|---------------------|---------------------|-----------------|--------------------|---------------------|
|                             | %              | Stipulated          | % phase completed   | Amount billed       | % Complete      | Value of completed | Amount Remaining    |
| 02 Schematic Design         | 20.00%         | \$75,000.00         | 80.00%              | \$60,000.00         | 100.00%         | \$15,000.00        | \$0.00              |
| 03 Design Development       | 25.00%         | \$93,750.00         | 50.00%              | \$46,875.00         | 70.00%          | \$18,750.00        | \$28,125.00         |
| 04 Construction Documents   | 40.00%         | \$150,000.00        | 0.00%               | \$0.00              | 10.00%          | \$15,000.00        | \$135,000.00        |
| 05 Construction Procurement | 5.00%          | \$18,750.00         | 0.00%               | \$0.00              | 0.00%           | \$0.00             | \$18,750.00         |
| 07 Consultants              | 10.00%         | \$37,500.00         | 0.00%               | \$0.00              | 0.00%           | \$0.00             | \$37,500.00         |
| MEP Engineering             | 3.00%          | \$11,250.00         | 0.00%               | \$0.00              | 0.00%           | \$0.00             | \$11,250.00         |
| Structural Engineering      | 5.00%          | \$18,750.00         | 0.00%               | \$0.00              | 0.00%           | \$0.00             | \$18,750.00         |
| Civil Engineering           | 2.00%          | \$7,500.00          | 0.00%               | \$0.00              | 0.00%           | \$0.00             | \$7,500.00          |
|                             | <b>100.00%</b> | <b>\$375,000.00</b> | <b>28.50%</b>       | <b>\$106,875.00</b> | <b>13.00%</b>   | <b>\$48,750.00</b> | <b>\$219,375.00</b> |

**Expenses**

| Expense Type               | Amount      |
|----------------------------|-------------|
| 02 Schematic Design        |             |
| Blueprinting               | \$84.00     |
|                            |             |
| 02 Schematic Design Total: | \$84.00     |
|                            |             |
| Expenses Total:            | \$84.00     |
|                            |             |
| Invoice Total:             | \$48,834.00 |
| Retainer Balance           | \$10,000.00 |

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

- Attach task and description to itemized invoices
- Create draft invoices with a "Draft" watermark
- Create invoices with memorized dates and date ranges
- Assign custom or standard invoice template to a project

# Enhanced Reporting

Robust reporting features that meet your specific business needs.

| Fountainhead A+E                          |                  |                   |                    |                       |                       |                     |                |
|---|------------------|-------------------|--------------------|-----------------------|-----------------------|---------------------|----------------|
| Budget vs Invoiced Report                 |                  |                   |                    |                       |                       |                     |                |
|   | Hours Alloc      | Hours Used        | Hours Remain       | \$ Budget             | \$ Inv                | \$ Remain           | Inv%           |
| <b>Peter Keating</b>                      |                  |                   |                    |                       |                       |                     |                |
| <b>2012-0003 - PHU Science Center</b>     |                  |                   |                    |                       |                       |                     |                |
| 01 Pre-Design                             | 50.00            | 644.00            | -594.00            | \$10,000.00           | \$10,000.00           | \$0.00              | 100.00%        |
| 02 Schematic Design                       | 378.38           | 16,157.50         | -15,779.12         | \$70,000.00           | \$70,000.00           | \$0.00              | 100.00%        |
| 03 Design Development                     | 472.22           | 14,004.00         | -13,531.78         | \$85,000.00           | \$85,000.00           | \$0.00              | 100.00%        |
| 04 Construction Documents                 | 571.43           | 33,480.00         | -32,908.57         | \$100,000.00          | \$130,450.00          | -\$30,450.00        | 130.45%        |
| 06 Contract Administration                | 266.67           | 1,044.00          | -777.33            | \$40,000.00           | \$100,500.00          | -\$60,500.00        | 251.25%        |
| <b>Totals for PHU Science Center</b>      | <b>1,738.70</b>  | <b>65,329.50</b>  | <b>-63,590.80</b>  | <b>\$305,000.00</b>   | <b>\$395,950.00</b>   | <b>-\$90,950.00</b> | <b>129.82%</b> |
| <b>2012-0004 - Taggart Headquarters</b>   |                  |                   |                    |                       |                       |                     |                |
| 00 Marketing                              | 0.00             | 44.00             | -44.00             | \$0.00                | \$0.00                | \$0.00              | 0.00%          |
| 01 Pre-Design                             | 162.50           | 1,295.25          | -1,132.75          | \$32,500.00           | \$32,500.00           | \$0.00              | 100.00%        |
| 02 Schematic Design                       | 577.78           | 22,125.25         | -21,547.47         | \$130,000.00          | \$132,700.00          | -\$2,700.00         | 102.08%        |
| 03 Design Development                     | 1,114.29         | 53,438.00         | -52,323.71         | \$195,000.00          | \$195,000.00          | \$0.00              | 100.00%        |
| 04 Construction Documents                 | 1,300.00         | 61,799.25         | -60,499.25         | \$195,000.00          | \$189,150.00          | \$5,850.00          | 97.00%         |
| 05 Construction Procurement               | 185.71           | 2,356.00          | -2,170.29          | \$32,500.00           | \$8,125.00            | \$24,375.00         | 25.00%         |
| 06 Contract Administration                | 371.43           | 468.00            | -96.57             | \$65,000.00           | \$0.00                | \$65,000.00         | 0.00%          |
| <b>Totals for Taggart Headquarters</b>    | <b>3,711.71</b>  | <b>141,525.75</b> | <b>-137,814.04</b> | <b>\$650,000.00</b>   | <b>\$557,475.00</b>   | <b>\$92,525.00</b>  | <b>85.77%</b>  |
| <b>2013-0002 - Bradford Lake House</b>    |                  |                   |                    |                       |                       |                     |                |
| 01 Pre-Design                             | 56.25            | 812.50            | -756.25            | \$11,250.00           | \$8,915.00            | \$2,335.00          | 79.24%         |
| 02 Schematic Design                       | 250.00           | 13,264.50         | -13,014.50         | \$45,000.00           | \$58,670.00           | -\$13,670.00        | 130.38%        |
| 03 Design Development                     | 375.00           | 9,758.00          | -9,383.00          | \$56,250.00           | \$48,375.00           | \$7,875.00          | 86.00%         |
| 04 Construction Documents                 | 500.00           | 1,721.25          | -1,221.25          | \$67,500.00           | \$19,892.50           | \$47,607.50         | 29.47%         |
| 06 Contract Administration                | 360.00           | 0.00              | 360.00             | \$45,000.00           | \$0.00                | \$45,000.00         | 0.00%          |
| <b>Totals for Bradford Lake House</b>     | <b>1,541.25</b>  | <b>25,556.25</b>  | <b>-24,015.00</b>  | <b>\$225,000.00</b>   | <b>\$135,852.50</b>   | <b>\$89,147.50</b>  | <b>60.38%</b>  |
| <b>2013-0003 - Cameron Enterprises HQ</b> |                  |                   |                    |                       |                       |                     |                |
| 01 Pre-Design                             | 0.00             | 1,181.25          | -1,181.25          | \$0.00                | \$14,462.50           | -\$14,462.50        | 0.00%          |
| 02 Schematic Design                       | 648.65           | 27,887.50         | -27,238.85         | \$120,000.00          | \$84,000.00           | \$36,000.00         | 70.00%         |
| 03 Design Development                     | 933.33           | 20,361.00         | -19,427.67         | \$140,000.00          | \$35,000.00           | \$105,000.00        | 25.00%         |
| 04 Construction Documents                 | 1,666.67         | 342.00            | 1,324.67           | \$225,000.00          | \$22,500.00           | \$202,500.00        | 10.00%         |
| 06 Contract Administration                | 0.00             | 0.00              | 0.00               | \$0.00                | \$0.00                | \$0.00              | 0.00%          |
| <b>Totals for Cameron Enterprises HQ</b>  | <b>3,248.65</b>  | <b>49,771.75</b>  | <b>-46,523.10</b>  | <b>\$485,000.00</b>   | <b>\$155,962.50</b>   | <b>\$329,037.50</b> | <b>32.16%</b>  |
| <b>Totals for Peter Keating</b>           | <b>10,240.30</b> | <b>282,183.25</b> | <b>-271,942.95</b> | <b>\$1,665,000.00</b> | <b>\$1,245,240.00</b> | <b>\$419,760.00</b> | <b>74.79%</b>  |
| <b>Grand Totals</b>                       | <b>10,240.30</b> | <b>282,183.25</b> | <b>-271,942.95</b> | <b>\$1,665,000.00</b> | <b>\$1,245,240.00</b> | <b>\$419,760.00</b> | <b>74.79%</b>  |

- Choose from over 50 reports, including:
  - Work-in-Hand
  - WIP with A/R Aging
  - Bi-Weekly Timecard
  - Time and Expense
  - Payroll
  - Profitability



## Fountainhead A+E

Search Criteria:  
-Status: Active

### WIP with AR Aging - Project

#### 2012-0001 - Galt Residence

|               | Hrs/Units | Cost               | Amount            |
|---------------|-----------|--------------------|-------------------|
| Expenses:     | 53.00     | \$9,476.40         | \$43.00           |
| Services:     | 23.75     | \$3,817.15         | \$4,010.00        |
| <b>Total:</b> |           | <b>\$13,293.55</b> | <b>\$4,053.00</b> |

#### Aging Summary

| Invoice Number | Date       | Bill Amount | Paid   | Current    | 31 To 60 | 61 To 90 | Above 90 | Balance           |
|----------------|------------|-------------|--------|------------|----------|----------|----------|-------------------|
| GALT-013       | 12/31/2013 | \$3,000.00  | \$0.00 | \$3,000.00 |          |          |          | \$3,000.00        |
|                |            |             |        |            |          |          |          | <b>\$3,000.00</b> |

#### 2012-0002 - Rearden - Aspen Residence

|               | Hrs/Units | Cost              | Amount            |
|---------------|-----------|-------------------|-------------------|
| Expenses:     | 1.00      | \$178.80          | \$250.00          |
| Services:     | 28.00     | \$4,865.14        | \$5,405.00        |
| <b>Total:</b> |           | <b>\$5,043.94</b> | <b>\$5,655.00</b> |

#### Aging Summary

| Invoice Number | Date       | Bill Amount | Paid   | Current     | 31 To 60 | 61 To 90 | Above 90 | Balance            |
|----------------|------------|-------------|--------|-------------|----------|----------|----------|--------------------|
| REA-012        | 12/31/2013 | \$16,004.00 | \$0.00 | \$16,004.00 |          |          |          | \$16,004.00        |
|                |            |             |        |             |          |          |          | <b>\$16,004.00</b> |

#### 2012-0003 - PHU Science Center

|           | Hrs/Units | Cost       | Amount     |
|-----------|-----------|------------|------------|
| Services: | 26.00     | \$4,083.76 | \$5,940.00 |

#### Aging Summary

| Invoice Number | Date       | Bill Amount | Paid   | Current    | 31 To 60 | 61 To 90 | Above 90 | Balance           |
|----------------|------------|-------------|--------|------------|----------|----------|----------|-------------------|
| PHU-014        | 12/31/2013 | \$2,030.00  | \$0.00 | \$2,030.00 |          |          |          | \$2,030.00        |
|                |            |             |        |            |          |          |          | <b>\$2,030.00</b> |

#### 2012-0004 - Taggart Headquarters

|           | Hrs/Units | Cost       | Amount     |
|-----------|-----------|------------|------------|
| Services: | 28.25     | \$4,252.70 | \$4,237.50 |

#### Aging Summary

| Invoice Number | Date       | Bill Amount | Paid   | Current    | 31 To 60 | 61 To 90 | Above 90 | Balance           |
|----------------|------------|-------------|--------|------------|----------|----------|----------|-------------------|
| TAG-015        | 12/31/2013 | \$3,900.00  | \$0.00 | \$3,900.00 |          |          |          | \$3,900.00        |
|                |            |             |        |            |          |          |          | <b>\$3,900.00</b> |

- Create memorized reports from previously used templates
- Store reports as PDFs
- Customize reports and invoices using Crystal Reports®
- Filter reports by Status, Task, Project, Project Leader, etc.
- Run Profitability reports based on a date range
- Sort Billing reports by Project Status
- Create Project Performance Accrued and Cash reports

# Seamless Integration

Seamlessly sync ArchiOffice 2014 with other applications.

- QuickBooks® Integration (QuickBooks® 2008 Pro or better)
- Sync Email, Contacts and Calendar Events with Microsoft Outlook (PC only)
- Sync Mail, Contacts and Calendar (Apple Mail, Apple Contacts, Apple Calendar)
- Sync Email, Contacts and Calendar Events with Entourage (Mac)



Outlook



Mail

## ArchiOffice 2014 will:

- Provide principals, project managers, and entire staff with the essential information they need to get work done on time and under budget
- Help you focus on applying creativity to the projects you design, rather than trying to figure out how to manage them
- Make your firm stand out as professional, efficient, and on the leading edge of technology
- Improve your cash flow with customizable invoices that align with your needs and client's expectations

| Feature:  | Description:  |
|---|---|
| Web-Accessible  | Keep information updated remotely and access anytime, anywhere from your computer, iPhone, iPad or Android device.  |
| Visual Cues   | Easily spot items that need attention or do a quick comparison.   |
| Document Tracking   | Always know where Submittals, Drawings, and RFIs are in your project workflow.  |
| Customizable Reports  | Change reports to fit your firm's needs.  |
| Memorized Reports   | Memorize your favorite reports with search criteria.  |
| Checklists and Tasks  | Never miss an important task again by viewing the status of each task by phase.   |
| User Permissions  | Securely protect data and control access that is appropriate by role.   |
| QuickBooks Integration  | Expand the capabilities of your QuickBooks software and seamlessly sync data.   |
| Microsoft Outlook, Entourage, Apple Mail, Apple Contacts and Apple Calendar Integration | Access your contacts, calendar appointments, and emails, no matter where you are.   |
| Document Management   | Live access all project documents, create new documents from templates, apply consistent file names to documents, and automatically save and file documents in the correct place. |

# ArchiOffice 2014

For more information, visit [www.archioffice.com](http://www.archioffice.com) or call (855) 687-1028.

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