



# ARDIAH



**SMALL BUSINESS OUTSOURCING**  
ACCOUNTING | TECHNOLOGY | CONSULTING

[ArdiahGroup.com](http://ArdiahGroup.com)

## OUR MODEL

The idea behind our business model is a simple one. Although most small business owners are acutely aware that both accounting and technology are key drivers in allowing any business to grow, they usually don't have the luxury of time, acquired expertise, or in-house specialists. Most are busy focusing on the day to day operations of their business and that's the way it should be.

Our model provides small and medium size businesses with a professional service team that integrates seamlessly within the operation and acts as an extension of their own team. We take the time to learn your business as though it were our own. We don't consider ourselves a provider, we consider ourselves a partner.

Our flat fee, revenue based pricing allows business owners the comfort of knowing what to plan for month in and month out. All of our proprietary tools and software are provided at no additional charge to our clients. There are no hidden fees, no additional charges, no costly budgetary surprises.

Our seamless approach to service delivery includes a deep commitment to investing in the technology, resources and tools to provide the highest levels of service, increased efficiencies and significant cost reduction for our clients. By consistently helping our customers seize new opportunities to grow their business, enhance operating performance, and outshine their competitors, we are leading the way in back office outsourcing for small businesses just like yours.

## OUR CLIENTS

Our typical clients range in size from \$500,000 in annual revenue to \$50,000,000. We service for profit, non-profit and municipal organizations alike. We currently service a wide array of industries throughout the U.S. including retail, hospitality, professional services, and more. Our clients range from small, privately held companies charted for growth to more established, publicly traded industry leaders.



## OUR PHILOSOPHY

With proper guidance, any small business can benefit from the same services and technologies utilized by much larger companies across the globe. Simply put, back office outsourcing is not just for the big players anymore. Our goal is to provide comprehensive, professional services to small businesses who have long felt that such advantages were out of reach either due to cost or accessibility. Not only are we proud to be introducing the benefits of global outsourcing to smaller businesses, but we are even prouder to be doing so on a domestic scale. With each and every client we partner with, we are creating jobs right here at home and providing local "hands on" service that is second to none.



## HOSTED ACCOUNTING SERVICES

Our hosted accounting service affords your business a complete offsite accounting department, available to meet your needs on a daily basis. Although we may not be located at your place of business, your dedicated team is simply one phone call, email or personal visit away.

If you are having trouble finding, retaining, managing or paying for in-house talent, it may be time to consider the benefits of outsourcing. If quick monthly visits from on-site "bookkeepers" are not providing you with the comprehensive financial overview you are looking for to run your business, it may be time to consider the advantages of having a team of outsourced accountants at your disposal. If costly CPA "clean up" work is adding up for you at year end, it may be time to consider an alternative.

A full time, dedicated accounting department will allow you increased control to make more informed decisions about your business. With accurate and up to date financials, our team will provide you with a clear picture of your metrics and will allow you to build a better road map for growth.

## SERVICE LISTING

## INCLUDED

Financial Record Keeping	✓
General Ledger	✓
Monthly Financial Statements	✓
Vendor Maintenance	✓
Invoice Recording	✓
Vendor Payment Processing	✓
Vendor Check Printing & Delivery	✓
Year End 1099 Printing & Filing	✓
Bank Reconciliation	✓
Cash Flow Monitoring	✓
Payroll Processing	✓
Payroll Tax Filing	✓
Direct Deposit	✓
W-2 Processing	✓

## SERVICE LISTING

	Annual Revenue	For Profit 1.5% Monthly Fee	Non-Profit 1.75% Monthly Fee
Revenue Level 1	\$ 3,000,000	\$ 3,750	\$ 4,375
Revenue Level 2	\$ 1,000,000	\$ 1,250	\$ 1,458
Revenue Level 3	\$ 750,000	\$ 938	\$ 1,094
Revenue Level 4	\$ 500,000	\$ 625	\$ 729



## EASY PAYROLL PROGRAM

Nothing may be more time sensitive to small business owners than payroll. Our team is happy to take the payroll burden of your shoulders as part of our monthly accounting service or on a stand alone basis.

Simply send us your employment paperwork along with corresponding timesheets via email, fax, or our online portal and your checks will be delivered the very next day.

Unlike traditional retail vendors, your W-2's, tax filing and delivery are all included at no additional cost. Live check cutting, direct deposit and off cycle payrolls are also available for no additional fee.

## SERVICE LISTING

## INCLUDED

Payroll processing	✓
Payroll Tax Filling	✓
ACH and Direct Deposit	✓
Garnishment and Benefits	✓
3rd Party Checks	✓
24 Hour Turn Around	✓
Off-cycle and Special Payroll	✓
Year End W2s and 1099s	✓
Next Day Delivery	✓

# WE WILL MATCH OR BEAT YOUR CURRENT COST AND DO ALL THE WORK

## PRICING

ALL PRICES PER LOCATION PER MONTH

	Frequency	Base Price Per Month	Price Per Check	Total Est. Monthly Cost
25 Employees	Biweekly	\$ 125.00	\$ 1.00	\$ 179.00
10 Employees	Biweekly	\$ 125.00	\$ 1.00	\$ 147.00
5 Employees	Biweekly	\$ 125.00	\$ 1.00	\$ 136.00
25 Employees	Weekly	\$ 175.00	\$ 1.00	\$ 283.00
10 Employees	Weekly	\$ 175.00	\$ 1.00	\$ 218.00
5 Employees	Weekly	\$ 175.00	\$ 1.00	\$ 197.00



## HOSTED TECHNOLOGY SERVICES

There is no question that IT plays a crucial role in the efficiency of any small business. However, a small business may not have the staff, budget or proper infrastructure to support it properly. With AMS hosted technology services you gain access to a team of technology professionals with expertise ranging from networking support to web development to business software implementation. Similar to our hosted accounting services, our goal is to become a natural extension of your internal staff, handling IT related needs on a daily basis.

Whether you are looking for basic day to day support, complex software and web management, or help selecting the best software for your business needs, our team is here to help. Our model is based on a true technology management approach by helping you to focus on the ways in which technology can help you grow your business and increase profitability. Unlike many IT vendors in the small business market today, we do not make money on frequent, costly support visits. We focus on creating a stable business environment from the onset, making sound technology decisions and ensuring you have the right tools for your specific business.

## SERVICE LISTING

## INCLUDED

Remote Support	✓
On-Site Support	✓
Web Development	✓
Web Management	✓
Search Engine Optimization	✓
Content Management	✓
Mobile Applications	✓
Network Management	✓
Server Management and Monitoring	✓
Disaster Recover Planning	✓
Virus and Spam Protection	✓
Security and Intrusion Prevention	✓
Email and Office Productivity Tools	✓
Business Applications Support	✓

## PRICING

ALL PRICES PER LOCATION PER MONTH

Hourly

\$ 110 per Hour

Ideal for small projects that can be completed within a week's time.

Flat Fee

.75 % of Revenue

Ideal for on-going support and technology management on a flat monthly basis. Includes all services listed above.

Flat Project

Call for quote

Ideal for larger projects spanning a period that is longer than 1-2 weeks in nature.



## PAYMENT SOLUTIONS:



We have partnered with industry leading companies to ensure our customers only have the best of the best when it comes to their payment processing and point of sale needs.

We Offer All Payment Solutions – For Any Sized Business

- Reseller of North American Bancard, First Data/Transfirst, First Data and Global
- Countertop Terminals – Free Placement Program
- Mobile Payment Solutions with Free Bluetooth Chip Reader
- Point of Sale Integration and Solutions (ShopKeep, TouchBistro, PayAnywhere, Vend, RetailPro and 99% of all POS Integrations)
- Ecommerce Solutions
- Lodging – Software Integrations and Terminal Based Solutions – Free Placement Program
- Restaurant – Software Integrations and Terminal Based Solutions – Free Placement Program
- Gateway Authorized Re-Seller at Wholesale Pricing (USAePay, Authorize.net, Cayan etc)



## BUSINESS LENDING:

Has your bank recently said, "Sorry, not now but perhaps when you have \_\_\_\_\_."?

We specialize in the "Not yet" "Perhaps, later" and will work with our national lenders to give you both temporary and long-term lending solutions. We use our decades of our lending experience and consult our clients on their borrowing needs. We develop a plan and then we consult with our network lenders to find suitable lending solutions for our clients. Because of our approach and those great resources, we say, "Yes!", more often.

We offer the following solutions up to \$5 Million:

- Lending for Startups
- Unsecured Lines of Credit and Installment Loans
- Secured Installment Loans
- Factor Lending
- Receivable Lending
- Equipment Leasing