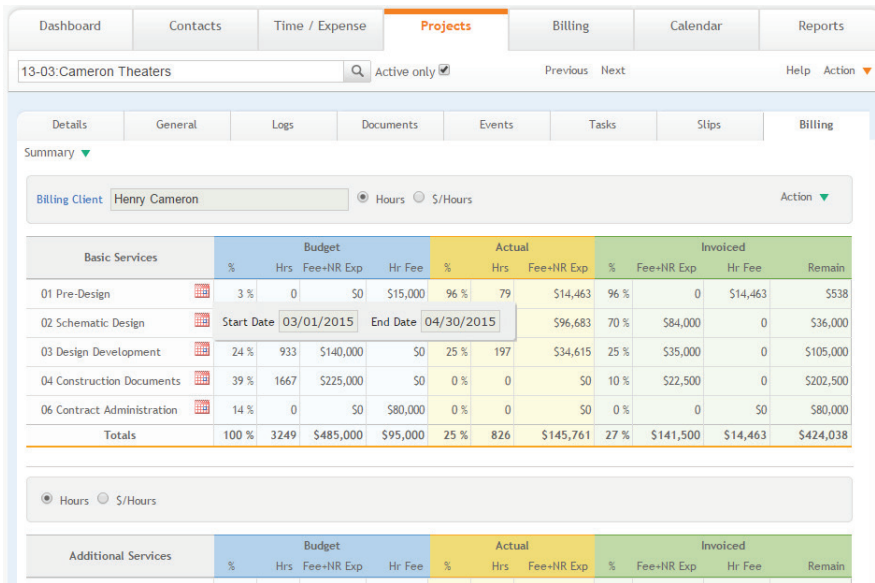


# Managing Projects with ArchiOffice

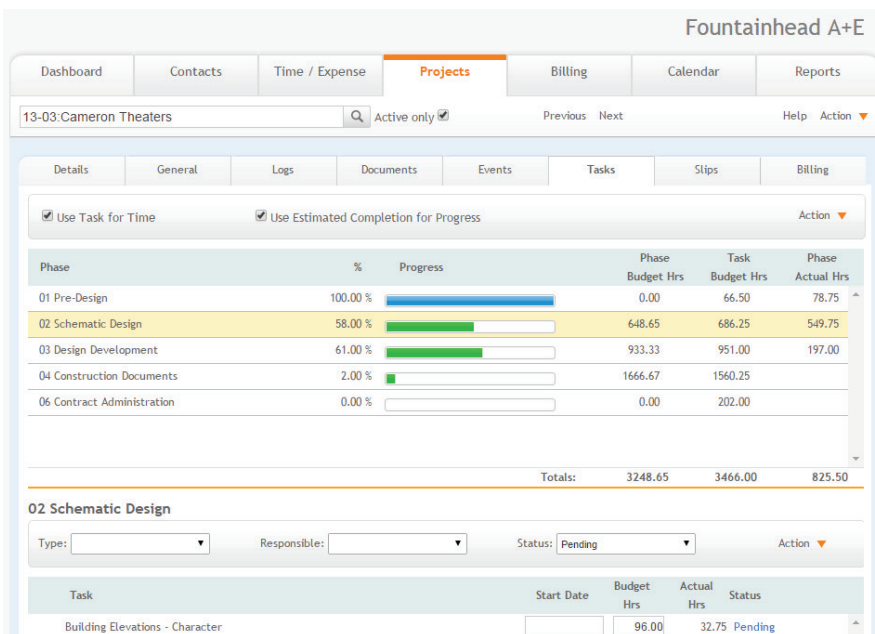
"We love everything about ArchiOffice. It's comprehensive: project management, billing, CRM, information management and MORE. ArchiOffice has revolutionized our firm. I don't know how we could have run our business without it." *Nick Richter, RA – Richter Architecture, North Sydney, NSW, Australia*



Basic Services	Budget				Actual				Invoiced				Remain
	%	Hrs	Fee+NR Exp	Hr Fee	%	Hrs	Fee+NR Exp	%	Fee+NR Exp	Hr Fee			
01 Pre-Design	3 %	0	\$0	\$15,000	96 %	79	\$14,463	96 %	0	\$14,463	\$538		
02 Schematic Design							\$96,683	70 %	\$84,000	0	\$36,000		
03 Design Development	24 %	933	\$140,000	\$0	25 %	197	\$34,615	25 %	\$35,000	0	\$105,000		
04 Construction Documents	39 %	1667	\$225,000	\$0	0 %	0	\$0	10 %	\$22,500	0	\$202,500		
06 Contract Administration	14 %	0	\$0	\$80,000	0 %	0	\$0	0 %	0	\$0	\$80,000		
<b>Totals</b>	<b>100 %</b>	<b>3249</b>	<b>\$485,000</b>	<b>\$95,000</b>	<b>25 %</b>	<b>826</b>	<b>\$145,761</b>	<b>27 %</b>	<b>\$141,500</b>	<b>\$14,463</b>	<b>\$424,038</b>		

## Highlights

- Streamlined Management:** Scheduling, budgeting and assigning tasks are simplified with ArchiOffice. Monitor things you care about– phases, progress, budgeted hours and costs vs. actual– with ease.
- Visibility Without Information Overload:** Assess progress on Tasks and Projects with clear visual cues for a quick understanding of how your projects and business are doing.
- Industry-Specific Contract Types:** Create contracts from templates such as Stipulated Sum, Percentage of Construction, Unit Cost, Blended Rates and Multiple of DSE/DPE.



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	58.00 %	<div style="width: 58%;"></div>	648.65	686.25	549.75
03 Design Development	61.00 %	<div style="width: 61%;"></div>	933.33	951.00	197.00
04 Construction Documents	2.00 %	<div style="width: 2%;"></div>	1666.67	1560.25	
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>825.50</b>

Task	Start Date	Budget Hrs	Actual Hrs	Status
Building Elevations - Character		96.00	32.75	Pending

## Simplified Project Management

- View Key Information at a Glance:** View clear charts of Project Performance, Time and Expense, Invoicing, Profitability, Realization and Accounts Receivable on the dashboard and within a project.
- Breakdown Your Time Spent:** Easily compare the hours budgeted for the tasks within a phase against the hours spent completing those tasks.
- Compare Time Allotted vs. Spent:** Instantly see how many hours have actually been spent to date for each phase and compare that to the budgets.
- Archive and Restore:** Archive and restore projects with related time, expense and payment information.

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