

VIRTUAL OFFICE

“Focus only on what you do best. Let Center for Business Planning's world-class “SMART” SOURCE VIRTUAL SERVICES do the rest.”



Introduction

The Virtual Office concept is a reality today. All businesses, large and small, are looking for anytime, anywhere flexibility to run their operations. No matter the service or product, CBP can offer tailor-made solutions to fit to your operating environment. With CBP's Virtual Office solution Trained professionals are always available to satisfy your needs.

All professional services are available on a need-of-the-hour basis; variably priced, so you only pay for what you need, when you need it.

No need to maintain staff for:

- Accounting
- Go-to market solutions
- Paperless office management
- Live telephone answering
- Dynamic scheduling of resources
- IT support

& more...



CENTER FOR BUSINESS PLANNING

In addition to customized offerings for your business, ready-made solutions are available that cover the areas specific to:

Community Associations

Virtual Condominium Association Management (VCAM) is a complete management module that gives you a single snapshot view of your condominium association. VCAM offers a managed online system that helps condominium associations save costs, reduce complexity, increase transparency and promptness of service, build community mindshare and maintain and track all financial records.

Designed to address the needs of small to large sized condominiums through end-to-end outsourced online management, VCAM offers a highly secure solution. Hosted on a secure site, inaccessible by search engines and unauthorized users, VCAM earns its keep everyday. Your data is completely backed up at your site every night. Just wake up and go forward with no interruption

For a complete description of the features and functionality offered by VCAM, please visit our website at www.centerbp.com, or call us for a live demonstration or to request a brochure at (781) 406-5002.

Consultants, Architects, Engineering and Design Firms, Advertising Agencies and General Service Providers:



CBP's Virtual Office offers a complete solution for your operating needs, including comprehensive project cost reports and tools, time tracking, billing rates set by individual employees and more. Combined with CBP's suite of back office support solutions, you need to focus only on providing your specialty service to your client. Virtual Office does the rest.



CPA Virtual-Office Manager gives you the ability to:

- * Track and monitor work done in-house and outsourced
- * Enable real time tracking from any part of the world
- * Designed to include all necessary participants in the management process
- * Easily allocate efficient workflow among staff and office locations
- * Cut costs across the board
- * Built-in checks and balances ensure a consistently higher quality of output
- * Increase productivity up to 40% immediately
- * "Smart" Sourcing component available as needed for volume spikes
- * Leap frog your office toward a paperless environment



CPA & Bookkeeping Firms' Advantage

Finance & accounting services are the most commonly outsourced business functions. A study by Deloitte shows approximately \$356 billion of the US financial services industry will be outsourced by 2009. This represents 15% of the industry's cost base.

The CPA business model of today must be changed to meet the competition of offshore accounting firms directly attacking your client base. CBP's virtual accounting office gives you the ability to take on this competition and expand your revenue.



Accountant Support Program Operations



Controls

Center for Business Planning is a leading business process outsourcing provider of tax outsourcing and bookkeeping services for CPA firms and bookkeeping companies. With our "smart" sourcing team, state of the art web based tools and offshore delivery center, you can grow your business, reduce costs, and provide high quality services.

We work for you and with you.

- Enter and maintain your customer' data
- Conform to client specifications and requirements
- Customization of deliverables and processes
- Software Agnostic, QuickBooks, Peachtree, MYOB, etc.
- Setup secure private portals with your company logo
- Provide transparent services
- Provide dedicated staff as needed
- Maintain full control of data
- Approve data entry before release to client
- Support services via phone, chat, dedicated portal, email



Law Office Profit Enhancement

Case Litigation Support/ LawReferenceLibrary

CBP provides legal transcription outsourcing, law reference library, case litigation support and secure data rooms to store and share data within your organization.

Instead of pouring through volumes of records in discovery, let CBP digitize them so that you can easily search for any references you need, anytime, anywhere.

Digitize all your past cases and index them to form your own law reference library. Your associates can quickly access and review all past work of the firm and incorporate it into current casework, resulting in better prepared cases in much less time.

Secure Client Data Rooms

Rather than deal with the time-consuming necessity of traveling to clients, you can now organize all relevant documents in a secure, on-line data room.

Once inside, you can give access to all relevant parties no matter where they may be. Everyone can simultaneously view and discuss documents without the need for travel.

Finance and Bookkeeping

Join the rapidly growing trend in all businesses to take advantage of the "smart" sourcing of financial and accounting functions. CBP's virtual accounting services takes billing and bookkeeping to a new level by lowering overhead and increasing day-to-day control of receivables and expenditures.

Retail

Retailers of all industries – bricks and mortar retailers, online retailers and single or multiple locations can now benefit from CBP's Virtual Office solution.

Our retail solution provides totally integrated Point of Sale systems, with full inventory control and open-to-buy features, including automated sales tax reporting and payment. The ability to track service work orders, sales results and trends is also available. By using CBP's Shipping Manager, you can process shipments and print FedEx and UPS shipping labels, and even schedule pick-ups and track packages. Shipping Manager pre-fills the shipping labels with the customer address information from invoice or sales receipt forms. No more handwriting labels. And no need to enter data twice.

Construction

Builders, general contractors, remodelers, and subcontractors can now reap the benefits of a Virtual Office solution too!

Bid competitively, track job costs and change orders, and effectively manage jobs even while you are in the field or away from the office. Apply different billing rates for subcontractors or employees.

Don't let cost spiral out of control. Be notified each time an item is invoiced at a cost that differs from your purchase order. Stay on top of items affecting your projects critical completion path, such as late deliveries.

For more information on what Virtual Office can do for your construction business, contact a CBP representative today.

Restaurants

Let our live operators handle your reservation requests 24/7. Build customer loyalty by remembering their favorite table.

Take advantage of our economical graphic design services, to provide an ongoing fresh look to your menus and announcement boards.

Keep better control of your inventory with solutions that help with supply ordering, multi-location inventory tracking, bar code scanning, and much more. Gain better access to detailed cost information and enhance your order management capabilities.

Free up resources and reduce paperwork by collecting remote information quicker and easier with your Virtua Office.

Non-Profits

Religious organizations, membership-based organizations, charities, arts groups & museums and 501(c)(3) organizations can benefit from Virtual Office too!

Drastically reduce operating costs to put more of your dollars to work in achieving organizational goals.

Budget versus actual by program, create pledge, donations and thank you forms, provide IRS Form 990 and more through your Virtual Office. For more information on what Virtual Office can do for your non-profit organization, contact a sales representative today.

Manufacturing

The following categories of manufacturers can now benefit from Virtual Office:

- Job shops
- Machine shops
- Discrete manufacturers
- Build-to-order manufacturers

Publish your production reporting schedules online and give customers access to information about jobs in process. Use our secure data rooms to review job specification changes online in real time, shortening the customer response window.

Distribution

- Create estimates, invoices, and track payments
- Create purchase orders and track unpaid bills
- Use sales orders to track order status
- Create Bills of Materials or "kits"
- Advanced inventory and backorder tracking

Allow customers to order online and reserve stock. Create return tickets online to reduce the costs of restocking.

Inform your customers of delivery projections on your out of stock items, preventing order loss to competitors.

If your business is not listed above and you would like to find out if Virtual Office can work for you, contact a sales representative today.

Medical

CBP provides "smart" sourced medical transcription services, medical billing and accounts receivable. These around the clock services are available in a monitored, state-of-the-art secure environment.

Our infrastructure complies with the latest regulations in the industry, so your patient data will always be safe in your Virtual Office.



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