

TechProse[®]

INC. FAQ Sheet

1. When do I get paid?

Invoices are paid with a submitted timesheet on a net 30-day basis. For prompt payment, submit in your timesheet with an Invoice within 1 day after the end of the period. You can invoice twice a month, once each period.

2. What are the invoicing periods?

The 1st through 15th and the 16th through the end of the month. A detailed schedule can be found at: <http://www.techprose.com/webforms/INCTS.htm>.

3. What are the Insurance requirements?

You will need to get General Liability insurance. Our contract requires \$100,000 in coverage but most people get \$1 million. The cost runs about \$500 a year check out www.ccbsure.com for an online quote if needed.

4. Can I participate in the TechProse Group Health Insurance Plan?

No, our insurance plan is available for our employees. For a quote for similar plans you can contact our insurance broker: Diana Gates Waterman with Benefits Access at 925-402-4915.

5. What documentation and information will TechProse need before the contract starts?

We will need the following: Corporate Name, Employer Tax ID Number, proof of insurance, a copy of your Articles of Incorporation and a business card, sheet of letter Head or other cooperate collateral. You will also receive a contract from your Resource Manager that will need to be signed and returned to us before you start work.

6. Can I sign-up for Direct Deposit?

We cannot set-up invoice payments on direct deposit at this time. A hard copy check will be mailed from TechProse to the address we have on file for you. If you would like to use a payroll service for convenience, we recommend Paychex. With this service you get all electronic deductions and deposits done for your various business accounts, quarterly reports to the IRS and EDD, end of year returns for both IRS and EDD. They give you a report of all deposits for tax reconciliation. They create a W2 for you (as an employee of your corporation). The cost is about \$65 per payroll (once a month) and is tax deductible. Contact: Paychex at (800) 400-2439

7. Where can I find TechProse forms such as timesheets and expense reports?

All of our forms and related materials can be found on our website at: http://www.techprose.com/contracts_forms.html

8. Whom do I call if I don't get paid on time?

Call Carla Galinat at (925) 956-4206.

9. Are my project expenses covered?

NO - Expenses are covered **only** if the client previously approves them in writing. So don't spend out-of-pocket money unless it has been pre-approved.

10. How do I process items for reimbursement?

If expenses are pre-approved, complete a TechProse Expense Report (electronic or hard copy). Complete the form online, have your client manager sign it, and fax it to TechProse by the end of the pay period.

11. Do you have any kind of a referral bonus plan?

Yes, we love referrals! Please see our referral policy at:
<http://www.techprose.com/webforms/Referral.htm>.

12. How do I find out about upcoming projects?

Visit our [website](#) on a regular basis **AND** talk to your Resource Manager.

13. What do you need if I move residence?

If your mailing address changes, please contact Shari McAneney or email your changes to shari@techprose.com immediately so that we can update your records. This is vital for sending out paychecks and year-end tax forms. **New phone numbers and email addresses** are important, as well. We want to keep in touch!