



Incorporated Consultant FAQ Sheet

1. When does TechProse pay my company?

Invoices are paid on a net 30-day basis. For prompt payment, submit in your timesheet through the ADP online system then follow up with an invoice within 1 day after the end of the period. You can invoice twice a month, once each period. Invoices can be emailed to Carla@techprose.com or fax to 925-956-4213.

2. What are the invoicing periods?

The 1st through 15th and the 16th through the end of the month.

3. What are the Insurance requirements?

You will need to get General Liability insurance. Our contract requires \$100,000 in coverage but many of the consultants we work with tell us they get \$1 million. The cost varies but runs about \$500 a year. Please obtain coverage that your corporation finds suitable.

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 for your company, you can contact our insurance broker: Diana Gates Waterman with Benefits Access at 925-402-4915, or any other provider you prefer. We like Benefits Access and offer them as one of many possibilities out there.

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

We will need the following documentation on your company: Corporate Name, Employer Tax ID Number, proof of insurance, a copy of your Articles of Incorporation, and the other documentation indicated on the consultant checklist which will be emailed to you. You will also receive a contract from our contract administrator to be signed and returned to us before you start work. Your TechProse Resource Manager can help you with any questions.

6. Can I sign-up for Direct Deposit?

In response to requests from our incorporated consultants, we pay your invoices directly into your company back account via ACH. In order to correctly deposit your funds, you'll need to fill out a direct deposit authorization form and return that via email to [Carla Galinat \(Carla@techprose.com\)](mailto:Carla@techprose.com) or fax # 925-956-4213.

A few things that stay the same:

- You will still invoice us on the 15th and last day of each month.
- Your invoices are still paid on 30-day net terms.
- Your payment will still go into the next payment cycle if you miss invoicing us by the 15th and last day of the month.

7. How do I submit my time?

You will get an email from our contract administrator with information on how to report time. You will submit your time on the 15th and the end of the month.

8. Are my project expenses covered?

NO - Expenses are covered **only** if the client previously approves them in writing. Don't spend out-of-pocket money unless it has been pre-approved. Your TechProse Account Manager will help you when this arises.

9. Where can I find a TechProse expense report?

You can find the expense report at: <http://www.techprose.com/webforms/Expense.xls> for reimbursement of preapproved project related expenses.

10. Whom do I call if my invoice is not paid on time?

Call Carla Galinat at (925) 956-4206.

11. 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 approve it, and fax it to TechProse by the end of the pay period.

12. 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>.

13. How do I find out about upcoming projects?

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

14. What do you need if I change my business address?

If your contact information changes, please contact Shari McAneney at shari@techprose.com immediately so that we can update your records. This is vital for sending out payments and other communication. **New phone numbers and email addresses** are important, as well. We want to keep in touch!

15. Can I work as a consultant for TechProse under my LLC?

No, but we can work with consultants who are structured as S- or C-corporations, or those who work for TechProse as our employee. For more details on LLC's, please read [Independent Contractor vs Employee Status](#).

17. It's my last day, what do I need to do.

Communicate with your Resource Manager and Account Manager on how to turn in your badge/laptop and any other client assets. Please also work with your client manager to ensure all deliverables are saved properly and turn-over is complete. Finally, please submit your timesheet and final invoice before the end of the day so we can process your final payment. Look for an End-of-Project survey shortly as well; we want to hear your feedback!