



*“My business has always been a delicate balancing act. I deal with flour, water, and heat -- not accounting! With ASAP's expertise, I can now focus on what I do best.”*

*Welcome to our new and improved website! We have tried to improve the layout based upon your feedback, however if you have any trouble finding familiar Forms or Logins, please visit the “Client Area” located at the top right of screen.*

Launched in 1989, ASAP Accounting & Payroll Services has grown into one of the most respected providers of business solutions in Colorado with offices in Denver, Durango, Carbondale, Montrose, and Telluride. ASAP provides services and solutions including payroll processing, time and labor management, accounting and bookkeeping, business coaching, and a variety of employer services including background screening, online HR support, and paperless bill management.

We make managing your business **As Simple As Possible.**

### HIRE Act

Hiring Incentives to Restore Employment (HIRE Act) > Employers are encouraged to hire previously unemployed individuals and may be eligible for tax benefits. Qualified employees must sign W-11 Affidavit Form. ---

[more](#)

### ASAP Solutions

Helping you run your business efficiently is our goal; check out our solutions for;

Owners and CFO's

Controllers

Payroll and HR Managers

[more](#)

### Paperless Bill Management

Want to know how you can work in a paperless environment that furthermore allows you to manage workflow, automate bill payment processes, and is integrated with your accounting system?

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### Latest News

#### New Unemployment Ins. Application Form

Released July, 2010  
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#### ASAP Webinars

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#### News and Views

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Payroll

Accounting

HOA

Business COACH

Employer Services

Launched in 1989 to provide support services to the Telluride region, ASAP has grown into one of the most respected providers of business solutions in Colorado.

- Telluride, Montrose, Durango, Denver, and Carbondale – clients from coast to coast.
- Over 400 Clients
- Companies large and small (250+ employees)
- We process payroll for over 6000 employees monthly
- Primary Industries (Restaurants, Hospitality, Manufacturing, Technology)

## *A Trusted Partner*

- Fully Bonded and Insured
- Certified QuickBooks Pro Advisors
- Members of Professional and Local Organizations
- Involved in our Community



## *Comprehensive & Integrated Services*

- **Payroll Processing**

*Advanced, Specialized, and Accessible*

- **Accounting Solutions**

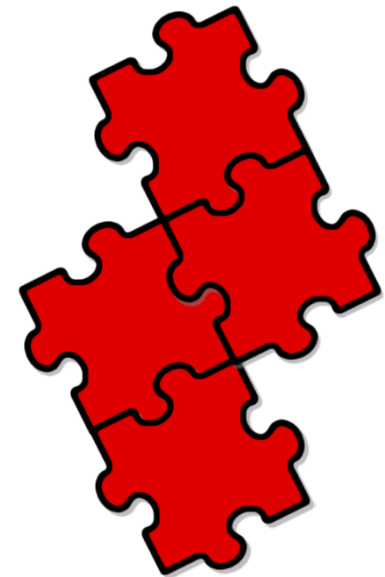
*Fixed-rate, bundled, monthly packages*

- **Business COACH Services**

*Consultative, Dashboard*

- **Employer Services**

*HR Support, Time & Labor, Background Screening*



## *Payroll Processing*

- Guaranteed Calculation, Deposit, Filing, and Reporting

Support for all types of Pay Periods, Shifts and Schedules

Bonuses, 401(k), Insurance, Vacation, Sick Leave, Flex Plans

Social Security, Medicare, Fed & State UI, Workers Comp, Garnishments

Restaurant Tip Credit Reporting, Minimum Wage Verification and makeup, and New Hire Reporting as required by law.

### The ASAP Difference

- ✓ Private, Family-Owned
- ✓ Payroll > Accounting
- ✓ Commitment to technology
- ✓ Local, and personable
- ✓ Superior services

## Payroll Processing

- quick turnaround
- tax processing + filing
- direct deposits
- superior reports
- new hire reporting
- general ledger integration
- 401K and S125 plan tracking and reporting
- deduction and garnishment calculations
- tip reporting, minimum wage makeup, tip reporting
- taxable auto and insurance calculations
- workers comp tracking and reporting
- secure online retrieval (pay stubs, W2s, returns, etc.)

## Time & Labor

- time + attendance tracking
- secure, online platform
- customizable look + feel
- dept, job, project tracking
- customized rate tables
- mass edit capabilities
- dynamic scheduling
- notifications module
- timesheet approval workflow
- import and export utility
- advanced reporting
- customized security module
- detailed audit trail
- hardware (swipe, biometric, telephony, etc.)

## Employer Solutions

- online HR support center
- training library, videos
- labor law posters
- salary reports
- job descriptions, handbooks, guides, notices
- HR advisory services
- background check
- drug screening
- online accounting tools
- paperless bill management
- financial reporting dashboard
- 1099 processing

## Accounting Solutions

- Competent, Professional, Bonded and Secure, Timely, Cloud-Based.

Accounting Packages – fixed priced, bundled monthly packages.

Integrated Solutions – QuickBooks Remote, Paperless Bill Management, Online Receivables, and more.

QuickBooks Pro Advisors – training, review, facilitation, high-level oversight.

We work with your bookkeeper and CPA!

### The ASAP Difference

- ✓ Cloud-Based
- ✓ Technology
- ✓ Collaboration
- ✓ Bundled/Fixed Vs. Hourly
- ✓ Paperless
- ✓ Making business As Simple As Possible.

## *Business COACH*

Just as an athlete benefits from the expertise of a coach, our Business COACH clients will:

- Understand unique conditions facing their business.
- Receive guidance to simplify processes and operations.
- Gain solutions that will improve their bottom line.

Seminars  
Study Groups

Webinars  
Report COACH



## *What our clients say...*

*“Thanks to ASAP’s professionalism and attention to detail, payroll is no longer a hassle”*

- Alpine Ace Hardware

*“I am so psyched to have found ASAP! The time spent on wasted errors with other payroll providers was not worth the effort anymore. I am so thankful ASAP is affordable and accurate. What a relief our payroll is in control again.”*

- Children’s Health Foundation

*“ASAP’s attention to detail, accuracy and timeliness saves me time so I can focus on my business”*

- Lost Dog Bar & Lounge

## *We partner with:*

**CPA Firms**

**Insurance Specialists**

**Banks**

**Business Consultants**

**Industry Specialists**

*“My clients have received expert quality help at a price that is well below my billing rate. My clients like the fact that I am looking for tax deductions and long term planning and not correcting bookkeeping errors. ASAP staff have been wonderful at communicating tax questions to my office. ASAP does not do tax preparation so I can send clients to them for bookkeeping help without fear of losing the tax client.”*

*- Casey Lynch, CPA*

## *Our Commitment*

**Reliable** Our clients value ASAP in knowing that their data is processed accurately - on time, guaranteed!

**Professional** ASAP owes part of its success to its knowledgeable and supportive staff. With the right mix of education, experience, teamwork and commitment, ASAP has a team of individuals that is simply unparalleled.

**Supportive** ASAP's team of QuickBooks Pro Advisors and professional customer service representatives give clients peace of mind in knowing that we are here when they need us.

**Local** Collectively ASAP's staff members serve on over 20 boards. Our employees provide knowledge and guidance in addition to donations and event sponsorship.

**Accurate** With 20 years of experience, ASAP provides a cost effective service that will pay for itself in reduced headaches, time savings and penalties avoided.



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## *Your Fellow Business Advisors*

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