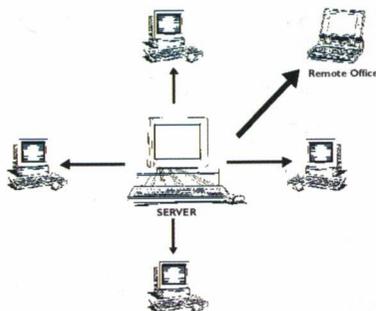


Is your business ready?

- **Client Server Technology**
Unique Client Server Technology using Interbase enables offices to link to remote construction site offices or to other offices interstate using TCP/IP protocols and share common data set. **ORCM: Be ready for the future capability of On Line Remote Construction Management.**
- **GST**
The GST legislation requires that contract administration forms, progress claims and invoices are to be calculated and presented in a particular form and certain records are required to be kept. **ArchiAdmin** enables that to be achieved without having to reinvent your office.
- **IMPORTANCE OF FINANCIAL MANAGEMENT**
According to statistics on the Architectural Profession in Australia have demonstrated offices with a financial management system are clearly more profitable. The IBIS report cites the importance of having a financial management system as their foremost success factor in this type of industry. For as little as 5% of your overall IT spend you can have your office join the ranks of the leading architectural companies in Australia in the use of this technology.
- **ORCM**
Be ready for the future capability of On Line Remote Construction Management.

- **Writes to RAIAProformas**
- **ORCM On Line Remote Construction Management**
- **Export to Attashe`, MYOB, Quickbooks , Pastel.**
- **Your GST Solution for Contract Administration and Fees and Receipts**
- **Works from award rates to The Technical Services Architects-Interim Award 1999.**
www.indrel.agps.gov.au
- **Client Server Technology enables reliability of shared data over WAN (Wide Area Networks.)**

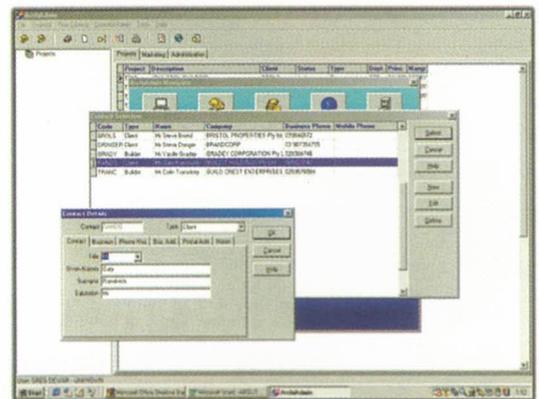


Features and Benefits

The following is the list of features and benefits of our system for your consideration. This list shows the potential areas addressed by our system in the organisation of your office and the management of (and potential saving of) your office time.

Projects Information Database

Project database information of project name, number and attributes, organised accessible and with Quality Assurance attribute.

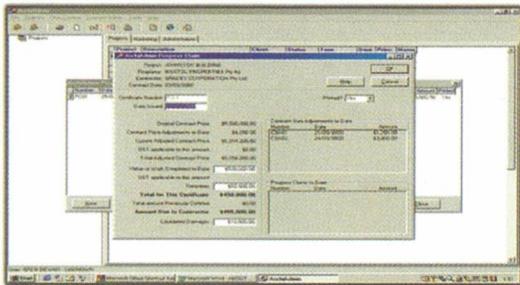


Client and Contacts Database

Names and addresses etc of clients and consultants firm-wide are linked to projects. Avoids errors and searches. Firm-wide corrections updates all projects.

Contract Administration

Tracks Instructions and Contract Sum Adjustments
Tracks contract sum adjustments, architects instruction, variation price requests and variation claims, records the data, interrelates the forms and provides running total of the adjusted contract sum to the progress claim.



Tracks Progress Claims

Tracks progress claims and brings in the totals of the contract sum adjustments into the claims. Calculates the GST on each claim in the required format. Exports the data to the RAI A proformas. Method of calculation and form generated is to RAI A recommended method. Avoids errors and no need to invent GST compliant format.

Time Costing

Automated Time sheeting. Time-sheets entered directly by staff. Avoids paper forms and transfer of information by others. Avoids incorrect job names and numbers.

Projects Reports

Immediate reports available for individual projects so that staff can know budgets and expenditures etc.

Cost Centre Reporting

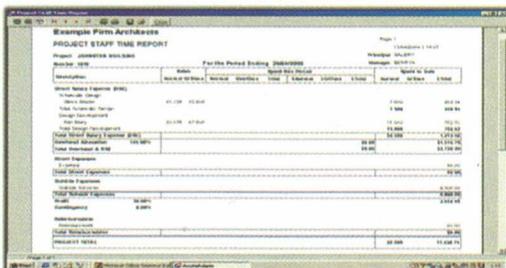
(ArchiAdmin professional only).

Reports in cost centres including inter-departmental costing for cross charging between departments. Enables organisation to work in small profit centres which manage their own profitability.

Accrual Accounting reported against Project expenditures

(ArchiAdmin professional only)

Reports on Costs expended against projects, Amounts invoiced, Accounts received and amounts outstanding for accurate cost centre wide and firmwide cash position. Reports available immediately. Advantage of knowing financial position and fast immediate report.



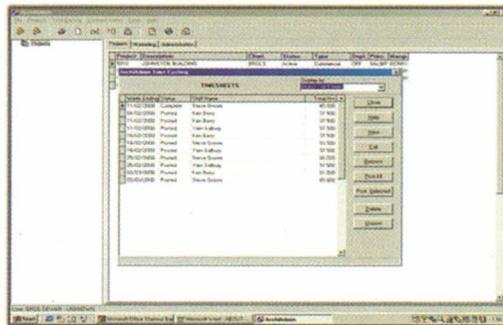
Invoicing

Easy invoicing entry and fast reporting. Advantage of key information being available.

Budget Reporting

(ArchiAdmin Professional only)

Tracks projects, profit centres and firmwide expenditure against fee budgets. Fast input and key information being available.



Projections Reporting

(ArchiAdmin professional Only)

Tracks cash-flows, project, profit centre and firm wide into the future. Key information being available and fast reporting. Enables resource balancing and managing of workflows to minimum income needed demands.

Security Access Control

(ArchiAdmin Professional only)

Control over access to sensitive information pre-programmed at log-on. Efficiency in that it directs user to certain information and automatically screens off other information. Accounting Integration. Export and imports files from popular accounting packages to avoid manual re-entry and transfer of data.

Filing and Computer Management

(ArchiAdmin Professional only)

Automated Filing. Files document into predetermined location. Avoids need to search for filing codes Minimises filing location errors. Standardises office: Automatically inserts data onto Forms. Automatically insert projects and contacts database information specific to the project into the document being created. Avoids look-ups and errors and minimises typing.

Insert Logo onto forms

Logo held in memory and automatically inserted on to documents. Saves printing onto letterheads (time) and minimises computer memory demands for saved documents.

Document Issue Log

Logs when documents are created, sent, emailed etc and stores notes. Enables fast look up and recovery. QA attributes.

Document & Forms Templates

(ArchiAdmin Professional only)

Forms and Document Templates available for particular projects and situations. Minimises typing.