



Corvane Ashmoor & Co.
CONSULTING · PROFESSIONAL SERVICES



Contractors & Trades

The office side of a licensed contractor's business, so the crews can stay on the job.

What we deliver

- Invoicing, job costing and draw tracking
- Bid packet assembly and document formatting
- License, insurance certificate and renewal tracking
- Subcontractor paperwork: W-9s, certificates of insurance and agreements on file
- Permit document organization
- Lien and payment deadline calendars

What we hear

"Every GC wants a certificate today."

Certificate requests, W-9s and compliance paperwork arrive faster than the office can answer.

"I bid at midnight."

Bid packets get assembled after a full day on the job, and details get missed.

"I forgot to send the notice."

Payment and notice deadlines pass while the crew is focused on the work.

How the work runs

- | | |
|----------------|---|
| DAILY | Requests: Certificates, W-9s and document requests answered the day they arrive. |
| WEEKLY | Billing: Invoices and draw requests issued on schedule; payments logged against each job. |
| MONTHLY | Job costing: Costs posted by job; a simple profit view of every open project. |
| ONGOING | Bids and renewals: Bid packets assembled to each invitation; license and insurance renewals calendared. |

Who we work with

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|---------------------|------------------|------------|----------|
| General contractors | Roofing | Electrical | Plumbing |
| HVAC | Specialty trades | Remodelers | |

Documents we keep in order

- Licenses and renewals
- Certificates of insurance
- Subcontractor W-9s and agreements
- Bid packets
- Draw requests and invoices
- Job cost sheets

Capabilities engaged

- | | |
|-----------------------|--------------------------|
| Consulting & Strategy | Operations & Back Office |
| Records & Research | Business Filings |
| Document Services | Connections & Vetting |
| Technology Setup | |

Clear lines

We handle

Answer document and certificate requests
Assemble bids to your numbers
Invoice, track draws and job costs
Calendar renewals and deadlines

Licensed professional

Bidding decisions and pricing (you)
Licensed construction work (licensed contractor)
Lien rights and disputes (attorney)
Insurance coverage (licensed agent)

Office support only. Bidding decisions and licensed work stay with the licensed contractor.

Corvane Ashmoor & Co. is not a law firm, CPA firm, freight broker, licensed contractor, real estate broker or property manager, and does not provide legal, tax or investment advice. Every engagement is scoped and priced in writing before work begins.