

Outsourcing Back-Office Services

Why Outsource?

The case for outsourcing back-office services is simple. Outsourcing allows you to exchange the high fixed costs and management drain of an in-house back-office operation for the variable cost, flexibility, control and expertise of a company whose primary business is back-office services. In other words, the outsourcing process is driven by a need to maximize value. It frees you to focus on what you do best ~ sell, recruit, and make money.

Why Outsource with Damian?

When you outsource with Damian, you can rest easy knowing that a team of experienced professionals, dedicated to your success, is handling your critical back-office tasks. Imagine what you could accomplish if you never had to worry about meeting your payroll or being in tax compliance. Best of all, just think how fast your sales could grow if everyone in your organization focused their time and attention their core competencies; such as, recruiting and sales.

Just as important, outsourcing with Damian delivers unparalleled flexibility and control. With Damian you benefit from our economies of scale as well as from variable costs that adjust to reflect your changing business needs. Whether you are growing rapidly or you face seasonal fluctuations in demand, you can count on Damian to meet your needs efficiently and cost effectively.

What Outsourcing services does Damian provide?

- **Payroll & Payroll Tax Processing** – Damian’s automated system saves time, eliminates guesswork, and reduces errors for both your temp and internal payroll. We handle every aspect of your payroll/payroll tax preparation including ***government required electronic filing of taxes, W-2s and other forms.***

Your personal account representative audits your payroll tax calculations and helps expedite all your payroll taxing agency inquires.

Damian has fiduciary responsibility for all tax deposits, which eliminates costly out-of-pocket expenses for penalties and interest arising from various tax agencies.

Our payroll register shows weekly payroll information for current employees, and a deduction register shows deductions such as group insurance and pay advances by department. The report is itemized by employee name, check number and amount.

Other payroll reports are available upon request.

- **Credit & Receivables Management** - Few staffing services can afford to do business with slow-pay and no-pay clients. At Damian, your personal credit representative helps you anticipate and avoid credit problems, which ultimately saves you money and helps keep you in business.

How? Your credit representative’s primary responsibilities are to help grow your business and protect your assets. Since your rep is very familiar with your account and end-users, Damian has the ability to provide sound, objective credit advice.

We provide Dun & Bradstreet reports, credit analysis of end-user accounts, collection assistance and Certificates of Funding. We help you determine the creditworthiness of end-users, reduce the amount of money lost to bad debt and minimize the time spent on collections. Our overnight remittance banking provides updated aging and collection reports in your office every business day.

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- **Front / Back-Office Software** - Effective, reliable and easy-to-use information systems are essential tools for temporary staffing services. Information technology can help you find, test and place temps, improve sales and marketing, and manage virtually every part of your business.

Damian's newest software offering is a fully functional front office software package with advanced features that seamlessly integrate with Damian's payroll and billing systems. Software key features and users highlights tabular is available upon request.

- **Support Teams** - Each Damian client is assigned their own personal account, credit and technical representative. Our staff consists of experienced and dedicated professionals who have in-depth understanding of the special needs required by temporary staffing services.

Damian employees are knowledgeable and empowered to solve problems to help you grow your business.

- **Management Reports** - Seamless management reporting keeps you current on all aspects of your business and the information you need for sophisticated planning. Damian provides more than 35 standard and highly flexible customizable reports, including a weekly Accounting Summary, Detailed Workers Compensation, Bill/Fee Analysis, Client Billing, and Margin by Account / Employee. A complete list of management reports is available upon request.

Summary of why you should Outsource with Damian:

- Grow your company
- Streamline your back-office processes
- Concentrate on your core competencies
- Front / back-office software solution
- Increase the value of your company
- Swap fixed costs for variable costs