

FICTIONAL EXAMPLE / A PRACTICAL PLACE TO START

Stop chasing paperwork after the job is done.

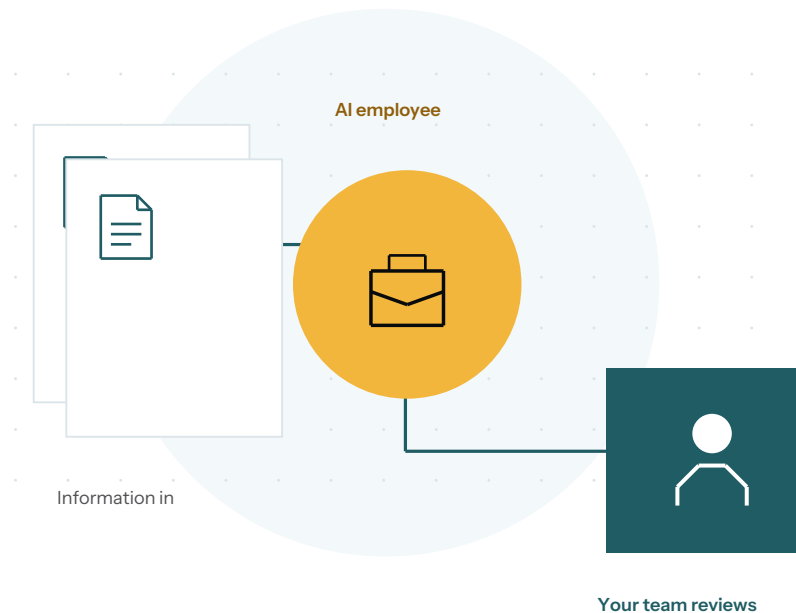
Your office manager starts with the paperwork organized and the missing items identified, instead of searching messages and chasing suppliers.

38

HOURS / WEEK ACROSS 4 JOBS

\$64,700

Current annual labor cost across 4 jobs



Recommended first AI employee

Receipts and Bills Coordinator

AI employees that could benefit your business.

The first employee is detailed next. Explore the others with Code Quarry.

Your estimates: 38 team hours / week and \$64,700 in current annual labor cost across 4 jobs.

01

RECOMMENDED FIRST AI EMPLOYEE

Receipts and Bills Coordinator

8 hrs / week x 50 weeks x \$28 / hr

\$11,200

current annual labor cost

02

OTHER WORK YOU LISTED

Field Ticket Coordinator

Billing starts with complete field records.

12 hrs / week x 50 weeks x \$36 / hr

\$21,600

current annual labor cost

03

OTHER WORK YOU LISTED

Billing Preparation Coordinator

Accounting reviews the invoice instead of hunting for its supporting records.

10 hrs / week x 50 weeks x \$35 / hr

\$17,500

current annual labor cost

04

OTHER WORK YOU LISTED

Job Status Coordinator

Your office can answer customers without chasing the latest update.

8 hrs / week x 50 weeks x \$36 / hr

\$14,400

current annual labor cost

Recommended first AI employee.

Receipts and Bills Coordinator

An AI employee could request missing receipts, match incoming paperwork to the job and prepare it for your office manager to review.

What this AI employee does

01 Check

the job's paperwork list and identify missing receipts and bills.

02 Send

routine requests to the foreman and suppliers under your follow-up rules.

03 Read

incoming receipts, bills and crew photos.

04 Match

each document to a job using its job number, supplier and date.

05

Flag

possible duplicates, missing details
and uncertain job matches.

06

Update

the paperwork list as documents
arrive and follow up on outstanding
requests.

07

Organize

the documents and exceptions for your office manager to review.

STARTS WHEN

A job is marked complete and its receipts and bills need to be collected.

Before and after an AI employee.

BEFORE AN AI EMPLOYEE

A job finishes. Our office manager texts the foreman, emails suppliers and checks the shared inbox for missing receipts. Someone matches the receipts to the job and puts everything together for accounting.

WITH YOUR AI EMPLOYEE

The office manager opens the job's documents and sees what has arrived, what is still missing and which items need a decision. Routine requests follow the team's rules. Accounting reviews the bills before posting.

THE WORK YOUR TEAM RECEIVES



Job receipts and bills organized for review, with a short list of missing items and uncertain matches.



YOUR PEOPLE DECIDE

Your office manager checks job matches and exceptions. Accounting approves bills, amounts and posting. Your team sets the follow-up rules.

How the AI employee would work with your software.

Your software holds the records. The AI employee collects, checks and prepares the information your team needs.



QuickBooks Online

INFORMATION IT READS

Job names, job numbers and existing bill records.

THE AI EMPLOYEE'S WORK

Match incoming paperwork to the right job and flag possible duplicate bills.

WHAT YOUR TEAM GETS

Suggested job matches and exceptions for accounting to approve.



Outlook

INFORMATION IT READS

Supplier emails and attached receipts or bills.

THE AI EMPLOYEE'S WORK

Request missing paperwork, read replies and sort attachments by job.

WHAT YOUR TEAM GETS

An organized set of supplier documents, with unanswered requests tracked.



Excel

INFORMATION IT READS

Your office's list of paperwork expected for each job.

THE AI EMPLOYEE'S WORK

Update what has arrived and keep missing items visible.

WHAT YOUR TEAM GETS

One current list of received documents and outstanding requests.



Text messages

INFORMATION IT READS

Receipt photos and job references sent by the crew.

THE AI EMPLOYEE'S WORK

Read incoming photos and match them to a job using a business messaging number.

WHAT YOUR TEAM GETS

Crew receipts stored with the job instead of lost in a message thread.

Code Quarry handles the setup.

We check how to read the records, where to put the finished work and which actions your team approves. Then we build the connections around your existing tools.

Your next step with Code Quarry.

A full Code Quarry audit looks across your office work, quantifies the opportunity and explains what it would take to build the right AI employees.

Talk to Code Quarry



01

Audit the wider business

Review the jobs, their value, your systems and the scope and cost of a build.

02

30-Day Working Interview

A paid, measured trial with an AI employee, built and working.

03

Build the right AI employees

Expand into the jobs that make sense, with Code Quarry managing the work.