**Cover:**

Include the logo and suitable graphics

Perhaps a slogan? ‘get monkey off your back’ Payroll has never been easier or safer and adds to the bottom line

**Page 1:**

Heading: Who is Monkey Pay:

Monkey Pay is Australian owned based payroll bureau providing outsourcing Australia wide.

-100% Australian owned & operated

- Highly qualified team of Chartered Accountants (CA’s), CPA’s, MBA’s and payroll experts

- Operate from our hubs in Brisbane & Hobart.

- Full service, fully outsourced payroll solutions

- Real time support from real people

- Mobile Payroll App locally developed, Australian specific payroll software platform.

**Page 2:**

Heading: Outsourced Payroll Solutions

Monkey Pay works across a diverse range of industry sectors to deliver peace of mind payroll solutions. Monkey Pay takes complete care of your payroll function. Once your company and employee data is installed in our system then either you or your employees can simply enter their timesheets detail on-line for processing, update any employee details, approve the pay run and leave the rest to Monkey Pay.

Monkey Pay provides innovative and unique features:

* **Comprehensive Services.**  A complete outsourced efficient payroll solution
* **Quoted upfront clear pricing.**  (fixed fee – no nasty surprises)
* **Cloud Portal.**  Uploads all documents and records to provide safe and secure storage plus an access anywhere capability.
* **Mobile App** so that employees can enter timesheets remotely and individually, check their details, request leave, view & email their payslips and view their payment summaries.
* **Cloud Timesheets** (iPhone and Android compatible) so employees can enter work hours on the go.
* **Leave Management**. Manage all leave function in one place
* **Cloud Collaboration**. Provide financial, tax, legal and HR advisers with access to the portal for true collaboration.
* **Employee Payment** Auto generation of one summary ABA file OR we pay your employees on your behalf.
* **Up to date** Full and accurate payroll calculations and processing
* **Super Stream** ready: Superannuation payments and reporting .
* **Simple Reporting.** Access via cloud anywhere, anytime. Full payroll reporting and downloads
* **Payroll Tax.** State by State calculations done on your behalf.
* **Tax form** generation and lodgements with tax authorities
* **End of year** processing, reports and form lodgement
* **Integration** with existing Xero, MYOB, QuickBooks Online & WinWeb accounting files
* **Data Protection** In House ownership of data at all times
* **Security** All data is protected with the highest standard of security & confidentiality

**Page 3:**

Heading: Key benefits to outsourcing with Monkey Pay:

Payroll is a minefield and is becoming more and more complex. At Monkey Pay we take care of payroll enabling owners and staff to focus on the real issues of running the business .Engaging Monkey Pay means that all payroll processes are taken care of:

* **Save on Costs.** Typically reduce payroll administration costs by up to 50%
* **Professional Resources.** Deal only with payroll experts that would otherwise be unaffordable. Have access to CA’s, CPA’s and MBA’s when required.
* **Focus on the business**. Increases business performance – focus on core business
* **Compliance**. Payroll is expensive if the process is inefficient.
* **Fast** Processing–Monkey Pay turns around payroll within agreed timeframes.
* **Data & Document Security** –Monkey Pay automatically backs up data to the highest standardof security protecting the business.
* **Reporting** – because Monkey Pay specialises in payroll our software produces meaningful payroll reporting that actually makes sense.
* **Peace of mind solution. Leave payroll processing to Monkey Pay and know that this area of business will perform efficiently adding to the bottom line.**
* **Get the Monkey off your back!!!!**

**Page 4:**

Company slogan with relaxing picture or graphical– sell the peace of mind and incorporate the monkey pay brand image.

**Page 5:**

Heading: How it works with Monkey Pay:

Create a graphical illustration to make this look simple:

* Start
* Employee details captured and setup (setup)
* Employees or client login and complete timesheets (time capture)
* Timesheets authorized (if required) (time capture approval)
* Payroll processed (processing)
* Client approval of draft payroll (approval)
* Payroll completed (ABA File, payslips, super etc)
* Reporting
* Leave management (employee requests and client management)

**Last page:**

Contact page

Monkey Pay would love to hear from with you. Our team come to you, obligation free, Australia wide.

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