

## YOUR AGENCY IS SWITCHING TO BRICKS + AGENT FOR THEIR MAINTENANCE ACTIVITY

### SETTING UP YOUR ACCOUNTING SOFTWARE WITH BRICKS + AGENT



Create your invoice/quote in your accounting software

- ✓ Must include **B+A Job Number** in the email subject line
- ✓ The email you receive your quote/work orders needs to match your accounting software login email



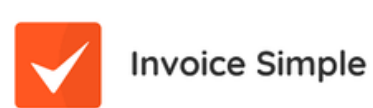
Email your invoice/quote to [trade@bricksandagent.com](mailto:trade@bricksandagent.com)



When you email your invoice/quote, it will upload the job in B+A

- ✓ Please ensure that the document is in PDF format
- ! If they don't match, or you're using ServiceM8 or AroFlo, please contact [support@bricksandagent.com](mailto:support@bricksandagent.com)

### INTEGRATION PARTNERS



### DO YOU WANT ACCESS TO A PLATFORM?

OPTIONAL



Bricks + Agent has both a web browser version and a mobile app



This requires you to register a business profile and provide details like ABN and compliance documents



This is great for trades who receive lots of jobs from our software



Click here to register a profile:

[Profile Setup](#)

# FOLLOW THESE STEPS TO GUIDE YOU IN USING B+A AS A TRADE

All you've got to do is respond to an email!



**01**

When an agency sends you a work order or quote, you'll get an email sent to your inbox, containing all the info you need.



**04**

To let the agency know you've begun work, come back to the same email, and click on the start button.



**02**

In the email, to let the agency know you accept the job - click the schedule job button.



**05**

When the job is finished, come back to the same email, and click on complete job button. You can now add invoice and send.



**03**

You will be taken to a web page that will let you select the date and time you want a booking.



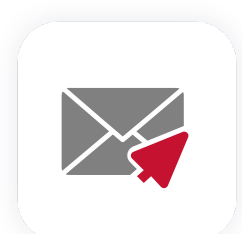
**06**

Click complete job and it goes automatically to the agency for them to approve.

No Registration or  
Mobile App Required

! Steps 2, 3 & 4 are optional

## Tradie Support



[support@bricksandagent.com](mailto:support@bricksandagent.com)