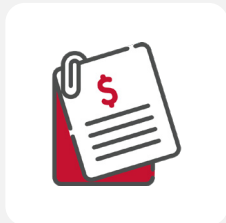# NOONAN
REAL ESTATE AGENCY

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

Email your invoice/quote to trade@bricksandagent.com

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

✓ Must include **B+A Job Number** in the email subject line

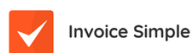✓ Please ensure that the document is in PDF format

✓ The email you receive your quote /work orders needs to match your accounting software login email

! If they don't match, or you're using ServiceM8 or Aroflo, please contact **support@bricksandagent.com**

INTEGRATION PARTNERS

intuit quickbooks   Invoice Simple   myob   Fergus   AroFlo

simPRO   serviceM8   Invoice2go   xero

Do you want access to a platform? OPTIONAL

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

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

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

👤 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 word order or quote, you'll get an email sent to your inbox, containing all the info you need.

02

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

03

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

04

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

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*

Trade Support   ✉   **support@bricksandagent.com**   **bricks+** AGENT