

YOUR WHOLE COMPANY, ONE JOB SITE AT A TIME

This guide walks through every NamaCor screen using a demo company, Constructions Pierre-Lune: from the quote request to the payment in Xero, by way of the job site, the crew's phones and the client portal.

Fictitious company Constructions Pierre-Lune inc., Saint-Lambert

9 projects

6 workers

Screens from **October 2026**

The interface is shown in English. The demo company is a Québec contractor, so its own content (project names, quotes, site logs) stays in French, as it would for a real client. The screenshots show amounts and dates in the Québec format (1 234,56 \$, 2026-10-16); the text uses the English format (\$1,234.56).

Dashboard

Active projects: **3** | Hours to approve: **18** | Sync errors: **0**

Xero: **Connected** (Namaca Demo Company)

On site right now
Alexandre Gagnon-Roy - P-2026-016 412 des Mésanges - Cuisine et salle à manger (since 08 h 13)

Code	Projet	Client	Status	Budget	Actual costs	Billed	Margin
P-2026-016	412 des Mésanges - Cuisine et salle à manger	Catherine et Louis Beaulieu	Active	49 093,98 \$	22 566,50 \$	26 132,50 \$	3 566,00 \$ 14 %
P-2026-017	1875 des Hirondelles - Finition du sous-sol	Geneviève Lapointe	Active	53 545,29 \$	14 839,00 \$	26 350,90 \$	11 511,90 \$ 44 %
P-2026-018	Jardins du Fleuve - Balcons et garde-corps (phase 1)	Syndicat de copropriété Les Jardins du Fleuve	Active	203 238,30 \$	98 366,75 \$	90 266,27 \$	-8 100,48 \$ -9 %
P-2026-019	6620 Valmont-Sud - Agrandissement arrière	Martin Côté et Annie Roy	Quoted	0,00 \$	312,00 \$	0,00 \$	-312,00 \$
P-2026-020	214 Birchwood - Window replacement	Rachel Stewart	Quoted	0,00 \$	130,00 \$	0,00 \$	-130,00 \$
Portfolio				305 877,57 \$	136 214,25 \$	142 749,67 \$	6 535,42 \$



GETTING STARTED

THE DASHBOARD

When you open NamaCor you see at a glance what needs your attention: hours to approve, Xero sync errors, who is on site right now and, for every active project, the budget, actual costs, billed amount and margin.

The screenshot shows the NamaCor dashboard interface. On the left is an orange sidebar menu with categories: Dashboard, Projects, Inbox (3), Notifications (18), MONEY (Costs, Invoices, Timesheets), CALENDAR (Schedule, Planning), To-dos, CONTACTS (Leads, Clients, Suppliers, Team), and Settings. At the bottom of the sidebar is a user profile for Sophie Dorval and a language switcher (FR | EN). The main dashboard area has a title 'Dashboard' and a user profile button for Carl. It features four summary cards: 'Active projects' (3), 'Hours to approve' (18), 'Sync errors' (0), and 'Xero' status (Connected). Below these is a section 'On site right now' showing Alexandre Gagnon-Roy at a project site. The 'Active projects' section contains a table with 5 rows of project data and a 'Portfolio' summary row.

Code	Projet	Client	Status	Budget	Actual costs	Billed	Margin
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Portfolio				305 877,57 \$	136 214,25 \$	142 749,67 \$	6 535,42 \$

The Constructions Pierre-Lune dashboard. The Portfolio row adds up every active project.

Finding your way

- The **left menu** groups the screens: Money (costs, invoices, timesheets), Calendar (schedule, planning, to-dos) and Contacts (leads, clients, suppliers, team). Badges show what is waiting: documents in the inbox, unread notifications.
- The **Carl** button, at the top right of every office page, opens the assistant (see section 6).
- The **FR | EN** switch, at the bottom of the menu, changes the interface language. The choice follows your account on every device.
- Each project has a code (P-2026-016) and its tabs: Summary, Finances, Quote, Costs, Time, Daily log, Schedule, To-dos, Invoices, Change orders, Purchase orders,

Bid requests, Reports, Selections, Files, Events, Team.

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SD Sophie Dorval
Owner

FR EN

Carl

New project

Projects

All Draft Quoted Active Closed Cancelled

Code	Project name	Client	Status	Start	Planned end	Budget
P~2026~022	88 des Cerisiers - Finition du sous-sol	Mélanie Dubé	Draft	2027-01-11	2027-02-26	0,00 \$
P~2026~021	Le Petit Quai - Terrasse extérieure	Restaurant Le Petit Quai	Draft	2027-04-05	2027-05-14	0,00 \$
P~2026~020	214 Birchwood - Window replacement	Rachel Stewart	Quoted	2026-11-09	2026-11-20	0,00 \$
P~2026~019	6620 Valmont-Sud - Agrandissement arrière	Martin Côté et Annie Roy	Quoted	2027-04-12	2027-08-27	0,00 \$
P~2026~018	Jardins du Fleuve - Balcons et garde-corps (phase 1)	Syndicat de copropriété Les Jardins du Fleuve	Active	2026-08-24	2026-12-04	203 238,30 \$
P~2026~017	1875 des Hirondelles - Finition du sous-sol	Geneviève Lapointe	Active	2026-09-21	2026-11-13	53 545,29 \$
P~2026~016	412 des Mésanges - Cuisine et salle à manger	Catherine et Louis Beaulieu	Active	2026-09-08	2026-11-20	49 093,98 \$
P~2026~015	Clinique Lumière - Aménagement du local 120	Clinique dentaire Lumière	Closed	2026-07-20	2026-09-25	145 961,38 \$
P~2026~014	57 des Pruches - Salle de bain principale	Pierre-Luc Gauthier	Closed	2026-07-06	2026-08-14	23 069,39 \$

The projects list, filtered by status: draft, quoted, active, closed or cancelled.

Tip. On a phone, NamaCor installs like an app: Safari › Share › "Add to Home Screen" (iPhone) or Chrome › Install (Android).

1 SELL

FROM THE REQUEST TO THE SIGNED QUOTE

A request comes in from your website, becomes a project in one click, gets a detailed quote whose margin you know line by line, and the client approves it online. The project then turns Active and its budget is set.

Never lose a request again

Leads and the public form

Every company has a public quote-request form that needs no account. Put its link on your website, email signature or Facebook page (Settings > Company, or at the top of the Leads page).

The screenshot shows a web form titled 'Request a quote' for 'Constructions Pierre-Lune'. It includes fields for 'Your name', 'Email', 'Phone', 'Work site address', 'Project type', 'Expected budget', and a 'Describe the project' text area. A 'Send the request' button is at the bottom right. The form is in French/English (FR/EN) and has a small note at the bottom: 'Your details are only used to get back to you.'

The screenshot shows the 'Leads' management interface. It includes a sidebar with navigation options like Dashboard, Projects, Leads, Notifications, Money, Costs, Invoices, Timeshots, Calendar, Schedule, Planning, To-do's, Contacts, Clients, Suppliers, Team, and Settings. The main area displays a table of leads with columns: Received, Name, Contact, Project type, Budget, Status, and Project. The table contains three rows of data, each with a 'New' status and a 'Convert to project' button.

Received	Name	Contact	Project type	Budget	Status	Project
2026-10-16	Copropriété Le Riverain (Jean Lemay)	jean.lemay@example.com - 450 555-0214	Extérieur (toiture, revêtement, terrasse)	100 000 - 250 000 \$	Contacted	
2026-10-16	Sarah et Marc-André Bélanger	belerangerfamille@example.com - 450 555-0213	Cuisine	50 000 - 100 000 \$	Contacted	
2026-10-16	Oliver Chartrand	o.chartrand@example.com - 514 555-0212	Salle de bain	Moins de 25 000 \$	New	
2026-10-16	Melanie Dubé	melanie.dube@example.com - 450 555-0211	Sous-sol	25 000 - 50 000 \$	Quote in progress	Open project →

The public form: name, contact details, work address, project type, budget and description. A honeypot field and a limit of three requests per day stop robots.

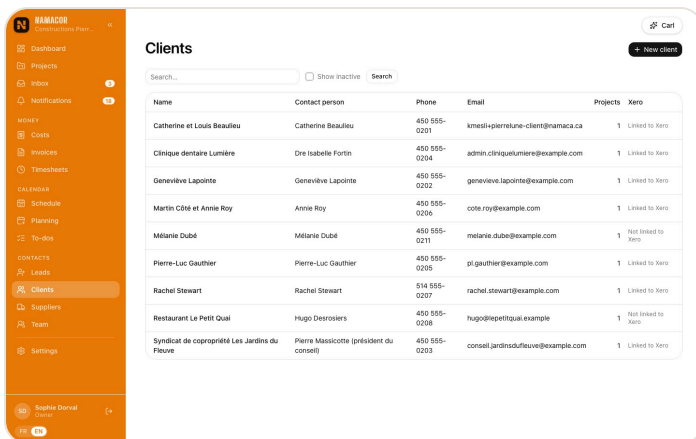
Leads: requests from the form carry a FORM label; the others were entered by the office.

- 1 Open **Leads**. Form requests arrive on their own; **New lead** adds a phone call or a referral.
- 2 Move the status along: new → contacted → quote in progress → won or lost. Keep your calls and visits in the internal notes.
- 3 When the job firms up, click **Convert to project**: the client is found by email or created, and a draft project opens, ready for the quote.

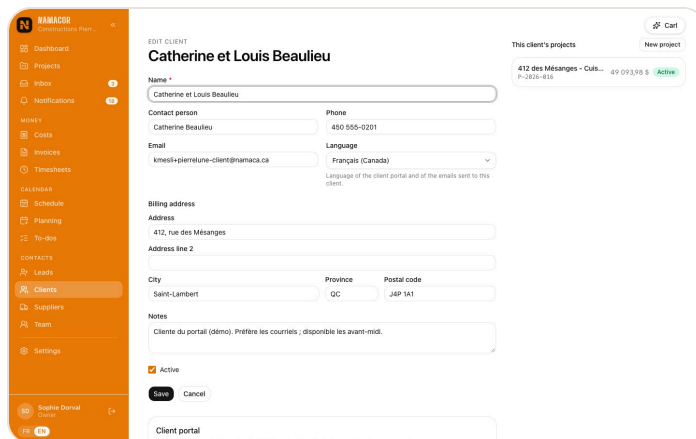
All contact details in one place

Clients

The client record keeps contact details, billing address, the client's language (emails and the client portal follow it) and their projects. It is also where you invite them to the client portal.



The clients list.



The Beaulieu family's record: language, notes, projects and portal access.

Price fast, and know your margin before you send

The quote

A quote is split into **sections** (Demolition, Structure, Cabinets...). Each line has a quantity, a unit, a cost code, and either a unit price or a price calculated from costs: $(\text{materials} + \text{labour}) \times (1 + \text{markup})$. Each section shows its subtotal, estimated hours and margin.

The screenshot shows the NAMA COR software interface. On the left is an orange sidebar with navigation icons and labels: Dashboard, Projects, Invoices, Notifications, MONEY (Costs, Invoices, Timesheets), CALENDAR (Schedule, Planning, To-dos), CONTACTS (Leads, Clients, Suppliers, Team), and Settings. At the bottom of the sidebar are user avatars for Sophie Dorval and FR EN.

The main content area is titled '412 des Mésanges - Cuisine et salle à manger' with a budget of 49 093,98 \$. It features a 'Quote' tab and a table of items. The table has columns: Description, Cost code, Qty, Unit, Materials, Labour, Markup %, Unit price, Amount, Tx, and est. h. Two items are listed: 'Protection des planchers, des accès et de la poussière (zipwall)' and 'Démolition de la cuisine existante et évacuation des débris'.

The editor for quote S-2026-0031 (version 2) for the Beaulieu kitchen. The bottom bar shows the save state and the total including taxes.

- 1 In the project, on the **Quote** tab, click **New quote**. Start from a blank page or from a **template** (for example "Cuisine complète avec ouverture de mur").
- 2 Add sections with **Add a section**. The section's cost code is offered to its new lines.
- 3 Add lines by hand, from the price **Catalog**, or by inserting a **Template**.
- 4 Fill in the costs. As soon as a cost is entered, the unit price becomes calculated (dotted) and the margin appears.
- 5 Save with the button in the bottom bar or ⌘ S / Ctrl S.

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SD Sophie Dorval
Owner

FR EN

P~2026-016 · Catherine et Louis Beaulieu

Xero project : Synced Voir dans Xero Active

412 des Mésanges - Cuisine et salle à manger

2026-09-08 → 2026-11-20 Budget 49 093,98 \$

Summary Finances **Quote** Costs Time Daily log Schedule To-dos Invoices Change orders Purchase orders Bid requests

← Quotes

S-2026-0031 v2 Accepted Your view Client preview

PDF Accepted copy (PDF) Send by email Save as template New version

Approved by the client (Catherine Beaulieu) on 2026-10-16

Exactly what the client sees in the PDF and in the client portal.

Cuisine ouverte sur la salle à manger

Version 2 suivant notre rencontre du 19 août : ajout du cellier avec porte coulissante, îlot agrandi (comptoir de quartz 68 pi²) ; le raccord de plancher de la salle à manger est retiré (vous conservez le plancher existant).

TASK	QTY	AMOUNT
Protection et démolition		2 015,60 \$
Planchers protégés du début à la fin ; accès par la porte de côté.		
Protection des planchers, des accès et de la poussière (zipwall)	1 forfait	
Démolition de la cuisine existante et évacuation des déchets	220 pi²	
Conteneur 20 vg³ (location et disposition)	1 unité	
Structure : ouverture du mur porteur		4 569,96 \$
Poutre LVL 3 pils 1 3/4 x 11 7/8 po, poteaux et étaieement temporaire	1 forfait	
Plans et calculs d'ingénieur pour la poutre (scellés)	1 forfait	
Électricité et plomberie		7 056,00 \$

Payment schedule, terms and totals

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Constructions Pierre-Lune

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Description

Cost code

Qty

Unit

Materials

Labour

Markup %

Unit price

Amount

Tx

est. h

Céramique murale du dossieret (tuiles 3 x 12 po)	9300 - Céar	48	pi²	2.1	9.5	18	13.69	657,02 \$ cost 556,80 \$	☒	
Réparation de gypse et tirage de joints	9250 - Gypsi	380	pi²	0.85	1.95	20	3.36	1 276,80 \$ cost 1 064,00 \$	☒	
Peinture deux couches, cuisine et salle à manger	9900 - Peinti	900	pi²	0.32	1.25	20	1.88	1 695,60 \$ cost 1 413,00 \$	☒	

Gestion de projet

1202 - Chargé de projet

3 528,00 \$

Section note (optional)

Description

Cost code

Qty

Unit

Materials

Labour

Markup %

Unit price

Amount

Tx

est. h

Gestion de projet, coordination des sous-traitants et suivi avec vous	1202 - Charg	36	h	—	—	15	98	3 528,00 \$ cost 3 528,00 \$	☒	
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Payment schedule

Percentages of the total (taxes included) per milestone; printed on the quote. Must add up to 100 %.

Dépôt à la signature	25 %
Début des travaux	25 %
Fin du gros œuvre	30 %
Réception des travaux	20 %
Total:	100 %

Subtotal

49 093,98 \$

GST (5 %)

2 454,70 \$

GST (9975 %)

4 897,12 \$

Total

56 445,80 \$

Total cost (materials + labour)

38 160,80 \$

Margin

10 933,18 \$ - 22,27 %

Terms

Objet

La présente soumission décrit les travaux que Constructions Pierre-Lune exécutera pour le client, aux prix indiqués.

Four payment steps; the last one absorbs rounding. On the right: subtotal, GST, QST, total and margin.

Versions and templates

- **New version** copies a sent quote (sections, costs, schedule, terms) under the same number: the Beaulieu kitchen went from v1 to v2 after a meeting with the client.
- **Save as template** turns a good quote into a reusable starting point. Templates are managed in Settings › Catalog.
- The **price catalog** holds your usual items at a fixed or calculated price.

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Constructions Pierre-Lune

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Sophie Dorval

Owner

[+]

FR

EN

P-2026-016 · Catherine et Louis Beaulieu

Xero project : Synced

Voir dans Xero

Active

412 des Mésanges - Cuisine et salle à manger

2026-09-08 → 2026-11-20

Budget 49 093,98 \$

Summary

Finances

Quote

Costs

Time

Daily log

Schedule

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Invoices

Change orders

Purchase orders

Bid requests

Quotes

+ New quote

Number	Status	Issue date	Valid until	Before tax	Total
S-2026-0031 v2	Accepted	2026-08-21	2026-09-20	49 093,98 \$	56 445,80 \$
S-2026-0031 v1	Declined	2026-08-12	2026-09-11	47 976,25 \$	55 160,69 \$

The two versions of S-2026-0031: v2 accepted, v1 declined.

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Constructions Pierre-Lune

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Sophie Dorval

Owner

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FR

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Settings

Company, documents, catalog, chart of accounts, Xero and your account.

Company

Documents

Catalog

Chart of accounts

Xero

Account

Price catalog

Priced items and services reused in quotes and purchase orders (the Catalog button in the editor).

+ Add an item

Code	Name (fr)	Unit	Unit price	Cost code	Actions
DEM-01	Démolition intérieure et évacuation	pi²	0,00 \$	2100	Edit
CLO-01	Cloison 2x4 avec gypse 1/2 po, deux faces	pi.lin	0,00 \$	6100	Edit
GYP-01	Pose de gypse et tirage de joints	pi²	0,00 \$	9250	Edit
ISO-01	Isolation laine minérale R-24, murs extérieurs	pi²	0,00 \$	7000	Edit
PEI-01	Peinture deux couches, murs et plafonds	pi²	0,00 \$	9900	Edit
CER-01	Pose de céramique murale (tuiles fournies par le client)	pi²	0,00 \$	9300	Edit
PLA-01	Plancher de bois d'ingénierie posé	pi²	0,00 \$	9600	Edit
POR-01	Porte intérieure prémontée avec quincaillerie	unité	0,00 \$	8100	Edit
CON-01	Conteneur 20 vg* (location et disposition)	unité	895,00 \$	1110	Edit
PER-01	Permis municipal de rénovation (démarches)	forfait	350,00 \$	1250	Edit
GES-01	Gestion de projet et coordination	h	98,00 \$	1202	Edit

Constructions Pierre-Lune's price catalog (Settings > Catalog).

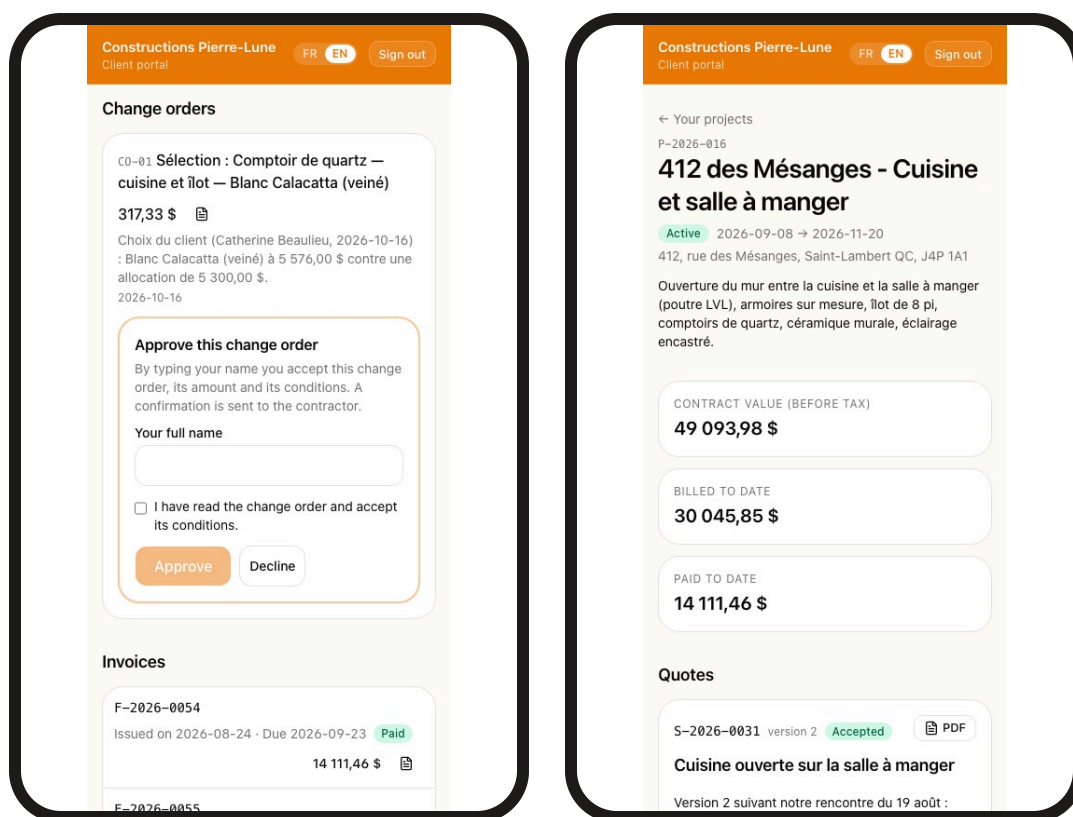
An online signature, no printing

NamaCor Complete Guide · Constructions Pierre-Lune (demo)

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Sending and electronic approval

- 1 In the quote, **Send by email**: recipient, subject and message (in the client's language) are prefilled, the PDF is attached and the email links to the online document. **Mark as sent** is enough if you delivered it another way.
- 2 The client opens the link or their portal, reads the quote, types their name, ticks "I have read..." and approves. They can also decline and give a reason.
- 3 The office gets an email and a notification. The quote turns **Accepted**, its lines lock, the project turns **Active** and its budget is updated. An accepted copy of the PDF is kept.



In the client portal, approving works the same way for quotes and change orders: type your name, tick, approve.

Once approved, the project is active and the contract value shows.

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FR EN

P-2026-016 · Catherine et Louis Beaulieu

412 des Mésanges - Cuisine et salle à manger

Xero project : Synced Voir dans Xero Active

2026-09-08 → 2026-11-20 Budget 49 093,98 \$

Summary Finances **Quote** Costs Time Daily log Schedule To-dos Invoices Change orders Purchase orders Bid requests

← Quotes

S-2026-0031 v2 Accepted Your view Client preview

PDF Accepted copy (PDF) Send by email Save as template New version

Approved by the client (Catherine Beaulieu) on 2026-10-16

Quote title

Cuisine ouverte sur la salle à manger

Issue date

2026-08-21

Valid until

2026-09-20

E.g. Add a powder room in the main entrance — printed at the top of the document.

Subject / introduction

Version 2 suivant notre rencontre du 19 août : ajout du cellier avec porte coulissante, îlot agrandi (comptoir de quartz 68 pi²) ; le raccord de plancher de la salle à manger est retiré (vous conservez le plancher existant).

Prices shown to the client

Section subtotals

By section: only section subtotals are printed (like Billdr). By line: every line with its price.

Protection et démolition										2100 · Démolition	2 015,60 \$
Planchers protégés du début à la fin ; accès par la porte de côté.											est. h 4,00 h · margin 52,818 %
Description	Cost code	Qty	Unit	Materials	Labour	Markup %	Unit price	Amount	Tx	est. h	
Protection des planchers, des accès et de la poussière (zipwall)	2100 · Démo	1	forfait	180	232	15	473.8	473,80 \$ cost 412,00 \$	☒	4	
Démolition de la cuisine existante et évacuation des débris	2100 · Démo	220	pi²	0.35	2.1	20	2.94	646,80 \$ cost 539,00 \$	☒		

Good to know. Only one quote can be accepted per project. To change an accepted contract, use a change order (section 5).

Bid requests

The screenshot displays the NamaCor software interface. On the left is an orange sidebar with navigation icons and labels: Dashboard, Projects, Inbox, Notifications, MONEY (Costs, Invoices, Timesheets), CALENDAR (Schedule, Planning, To-dos), CONTACTS (Leads, Clients, Suppliers, Team), and Settings. The main content area is white and shows the 'Bid requests' tab for project '6620 Valmont-Sud - Agrandissement arrière'. It includes a header with project details, a top navigation bar with tabs like Summary, Finances, Quote, Costs, Time, Daily log, Schedule, To-dos, Invoices, Change orders, Purchase orders, and Bid requests. The 'Bid requests' section contains a form for 'Work requested' (Electricity and radiant heating), 'Scope of work' (Expansion of 420 sq ft), 'Cost code' (16000 - Electricity), and 'Deadline' (2026-10-23). There is a list of 'Subcontractors to invite' with checkboxes. At the bottom, a table shows 'Replies: 2 of 2 invited' with columns for Subcontractor, Status, Price (Before Tax), Valid Until, Notes, Quote, and Actions. The lowest quote is 8,950.00 \$.

DP-2026-001, electrical work for the Côté-Roy addition: two prices received, the lowest in green.

- 1 On the project's **Bid requests** tab > **New bid request**. Describe the scope, pick the cost code, the deadline and the plans to attach (project files).
- 2 Tick the subcontractors to invite (or invite a one-off email address), then **Send the request**.
- 3 Answers appear side by side with their attached quote. **Award** closes the request and opens a draft purchase order for the winner.

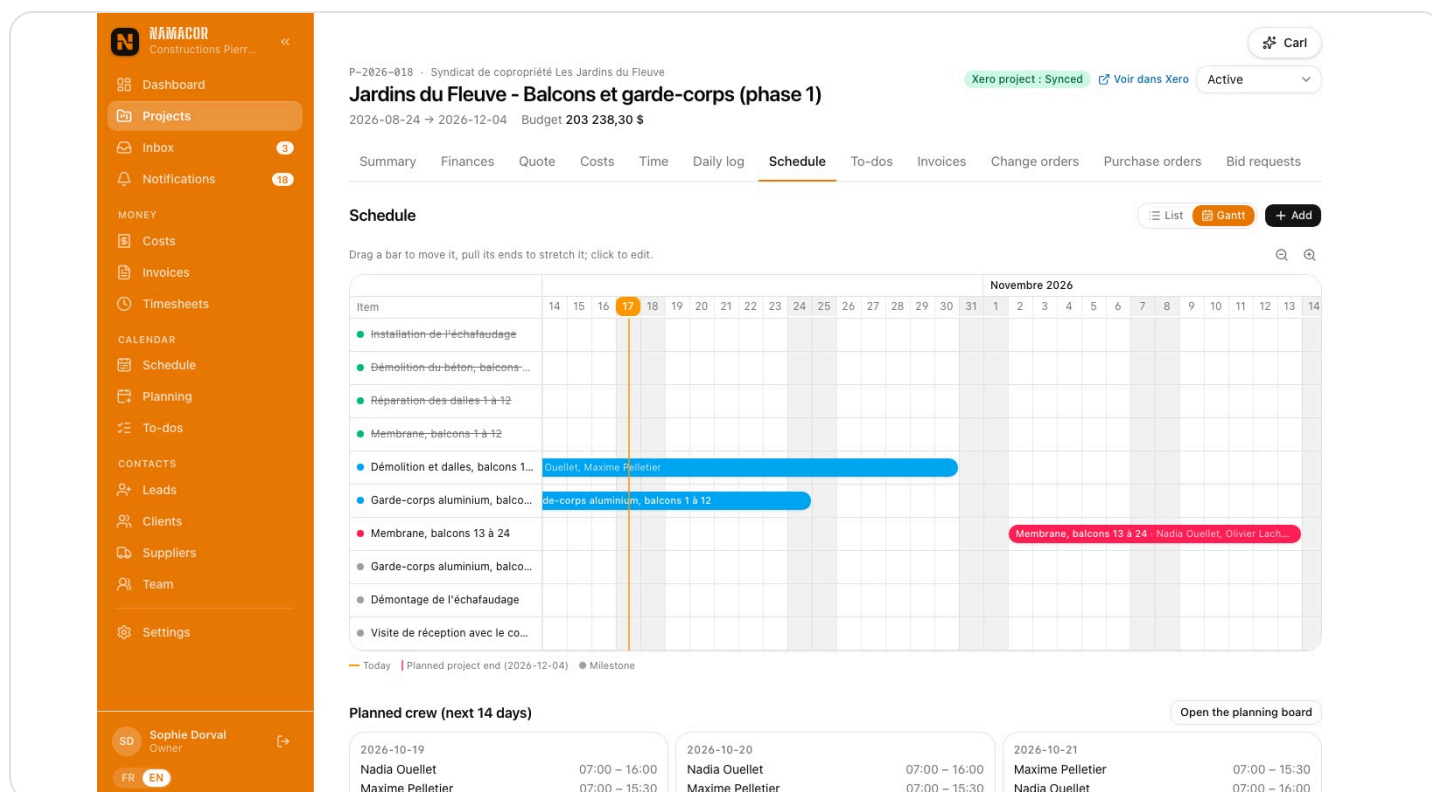
2 BUILD THE JOB SITE, DAY AFTER DAY

Everyone knows where they work tomorrow, hours come in from the phone already coded, the daily log fills up with photos, and what you order from suppliers is tracked through to the bill.

A plan everyone can read

Schedule and Gantt

A project's **Schedule** tab lists phases, tasks and milestones with their status (planned, in progress, done, blocked) and assigned workers. The **Gantt** view (desktop) works with the mouse: drag a bar to move it, pull its ends to stretch it, click to edit. The orange line marks today.



The Jardins du Fleuve balconies: the membrane for balconies 13 to 24 is blocked (red) until temperatures stay above 5 °C.

The **Schedule** menu brings all projects together week by week.

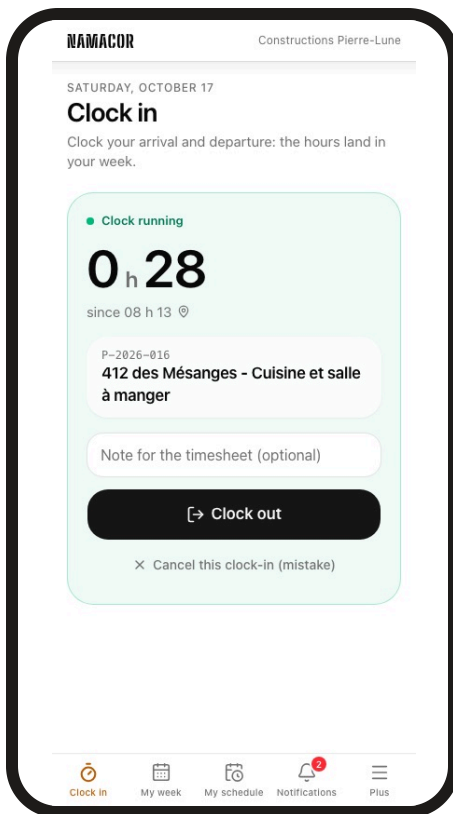
- **Add an absence:** vacation, sick, training or other.
- A worker planned on a project sees it on their phone automatically (projects, hours, log, schedule).
- **Print** produces the board for the site trailer.

Your crew only has a phone

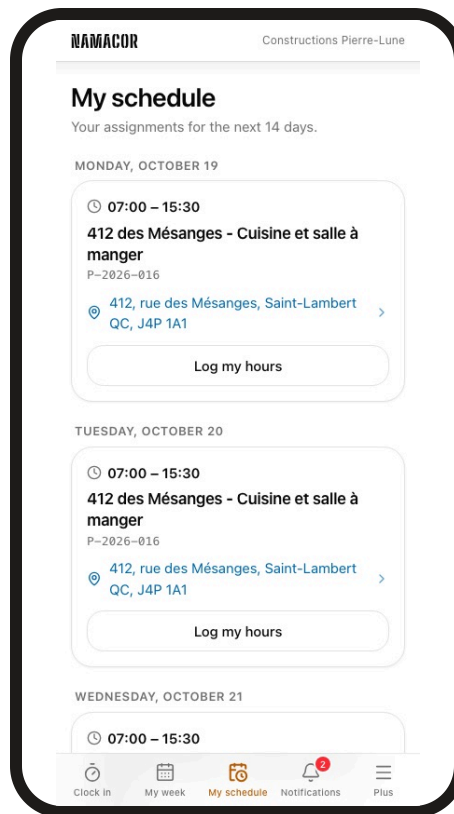
The crew on their phones

Field workers sign in with a code received by email: no password and no Xero account.

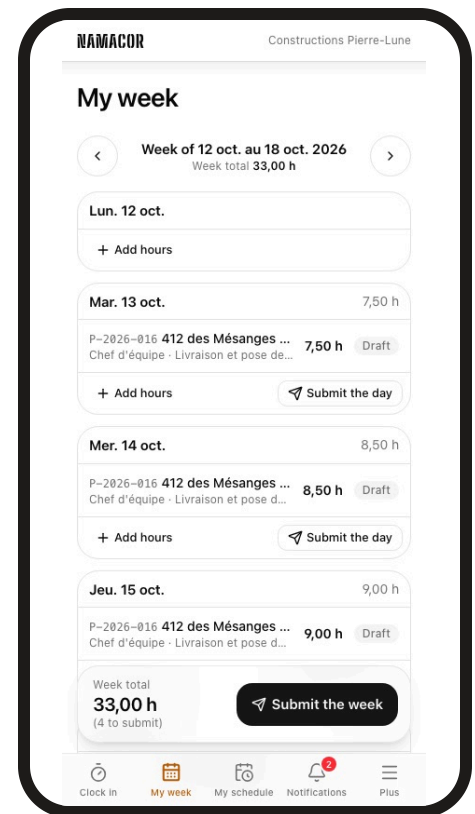
They only see their projects, and never a dollar amount.



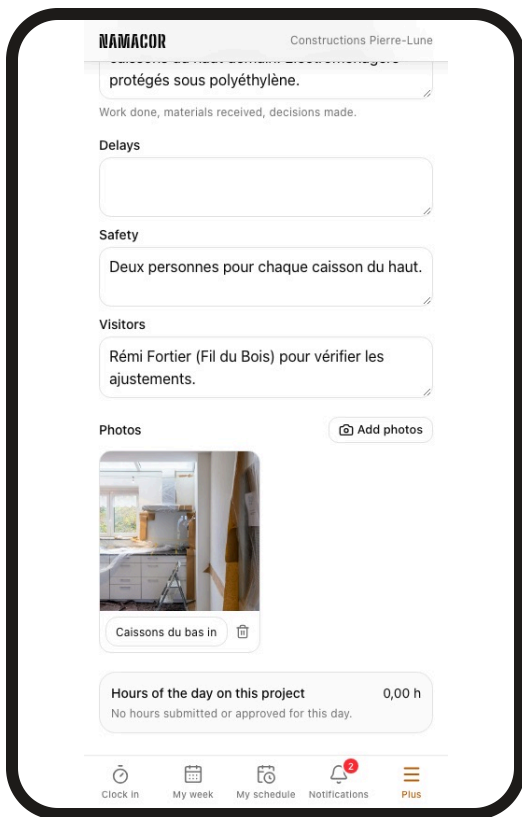
Clock running: the time ticks, the site is shown.



My schedule: today highlighted, tappable address.



My week: hours per day, total and submit.



Today's log, with photos and captions.

- **Clock in:** pick the site (the one planned today is proposed), clock in, then clock out. GPS position is recorded if the phone allows it. On clock-out, the hours become a timesheet entry noted with the clock-in and clock-out times.
- **My week:** enter or fix hours, then **Submit the week**.
- **My schedule:** assignments for the next 14 days, the site address (link to Maps) and instructions.
- **Daily log** and **My to-dos:** today's notes with photos, and what is assigned to them.
- Without a network, hours and the log are kept on the phone and sent when the connection comes back.

Automatic reminder. At the time chosen in Settings > Documents (4:30 p.m. at Pierre-Lune), workers with unsubmitted hours get a reminder.

Accurate hours, approved in one click

Timesheets and approval

The **Timesheets** menu groups the week's hours by worker. Approve a whole week or a selection; reject with a note, and the worker sees it on their phone. On approval, the labour cost is frozen (hours × that day's internal rate) and the hours go to Xero Projects.

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SD

Sophie Dorval

Owner

FR

EN

Timesheets

Carl

Export (Excel)

<

12 oct. au 18 oct. 2026

>

All workers

All projects

All

Filter

✓ Approve (0)

✗ Reject

Total 196,00 h

+ Add for a worker

☐

Alexandre Gagnon-Roy

Open the week

33,00 h

0,00 \$

✓ Approve the week

☐

2026-10-13 P-2026-016 412 des Mésanges - Cuisine et salle à manger · Chef d'équipe · Livraison et pose des armoires

7,50 h

Draft

☐

2026-10-14 P-2026-016 412 des Mésanges - Cuisine et salle à manger · Chef d'équipe · Livraison et pose des armoires

8,50 h

Draft

☐

2026-10-15 P-2026-016 412 des Mésanges - Cuisine et salle à manger · Chef d'équipe · Livraison et pose des armoires

9,00 h

Draft

☐

2026-10-16 P-2026-016 412 des Mésanges - Cuisine et salle à manger · Chef d'équipe · Pose des caissons du haut et ajustement des portes

8,00 h

Draft

☐

Julien Marchand

Open the week

3,00 h

0,00 \$

✓ Approve the week

☐

2026-10-13 P-2026-018 Jardins du Fleuve - Balcons et garde-corps (phase 1) · Chargé de projet · Inspection avec l'ingénieur

3,00 h

Submitted

☐

Kevin Thibodeau

Open the week

29,00 h

0,00 \$

✓ Approve the week

☐

2026-10-13 P-2026-016 412 des Mésanges - Cuisine et salle à manger · Menuisier · Livraison et pose des armoires

8,00 h

Draft

☐

2026-10-14 P-2026-016 412 des Mésanges - Cuisine et salle à manger · Menuisier · Livraison et pose des armoires

9,00 h

Draft

☐

2026-10-15 P-2026-016 412 des Mésanges - Cuisine et salle à manger · Menuisier · Livraison et pose des armoires

8,00 h

Draft

☐

2026-10-16 P-2026-016 412 des Mésanges - Cuisine et salle à manger · Menuisier · Livraison et pose des armoires

4,00 h

Draft

☐

Maxime Pelletier

Open the week

36,50 h

0,00 \$

✓ Approve the week

☐

2026-10-12 P-2026-018 Jardins du Fleuve - Balcons et garde-corps (phase 1) · Manoeuvre · Démolition et dalles, balcons 13 à 24

7,50 h

Submitted

☐

2026-10-13 P-2026-018 Jardins du Fleuve - Balcons et garde-corps (phase 1) · Manoeuvre · Démolition et dalles, balcons 13 à 24

8,00 h

Submitted

☐

2026-10-14 P-2026-018 Jardins du Fleuve - Balcons et garde-corps (phase 1) · Manoeuvre · Démolition et dalles, balcons 13 à 24

8,00 h

Submitted

The week of October 12: draft and submitted entries, and one rejected entry with its note.

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FR

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P-2026-017 · Geneviève Lapointe

1875 des Hirondelles - Finition du sous-sol

2026-09-21 → 2026-11-13 Budget 53 545,29 \$

Xero project : Synced

Voir dans Xero

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Total

122,50 h

Approved

65,50 h

Labour cost

2 312,75 \$

Menuisier · 75,00 h

Manoeuvre · 45,50 h

Chargé de projet · 2,00 h

Date	Worker	Cost code	Note	Hours	Status
2026-10-16	Samuel Bérubé	Menuisier	Gypse et tirage de joints	4,00 h	Submitted
2026-10-16	Olivier Lachance	Manoeuvre	Gypse et tirage de joints	4,00 h	Submitted
2026-10-15	Olivier Lachance	Manoeuvre	Gypse et tirage de joints	8,50 h	Submitted
2026-10-15	Samuel Bérubé	Menuisier	Gypse et tirage de joints	7,50 h	Submitted
2026-10-14	Samuel Bérubé	Menuisier	Gypse et tirage de joints	8,00 h	Submitted
2026-10-14	Olivier Lachance	Manoeuvre	Gypse et tirage de joints	9,00 h	Submitted
2026-10-13	Olivier Lachance	Manoeuvre	Gypse et tirage de joints	8,00 h	Submitted
2026-10-13	Samuel Bérubé	Menuisier	Gypse et tirage de joints	8,00 h	Submitted
2026-10-08	Olivier Lachance	Manoeuvre	Isolation et pare-vapeur	8,00 h	Approved
2026-10-06	Olivier Lachance	Manoeuvre	Isolation et pare-vapeur	8,00 h	Approved
2026-09-29	Julien Marchand	Chargé de projet	Coordination électricien et plombier	2,00 h	Approved
2026-09-25	Samuel Bérubé	Menuisier	Charpente des murs et cloisons	8,00 h	Approved
2026-09-25	Kevin Thibodeau	Menuisier	Charpente des murs et cloisons	7,50 h	Approved
2026-09-24	Samuel Bérubé	Menuisier	Charpente des murs et cloisons	8,00 h	Approved

A project's Time tab: total and approved hours, and labour cost by code.

NamaCor Complete Guide · Constructions Pierre-Lune (demo)

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Tip. Enter internal rates (Team) before approving the first hours: an hour approved without a rate counts as \$0, and the project flags it in its Finances.

- **Export (Excel)** exports the week for payroll.
- The office can also enter hours for a worker (**Add for a worker**).

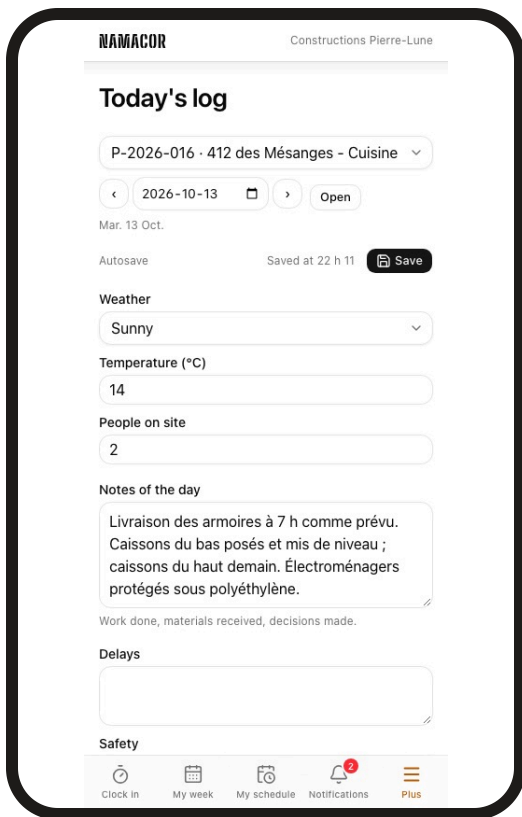
The memory of the site

Daily log

One log per project per day: weather, temperature, crew size, notes, delays, safety, visitors and photos. Saving is automatic. Tick **Visible to the client** to show an entry and its photos in their portal.

The screenshot displays the NAMA COR project management interface. On the left is an orange sidebar with navigation options: Dashboard, Projects (selected), Inbox (3), Notifications (18), MONEY (Costs, Invoices, Timesheets), CALENDAR (Schedule, Planning), To-dos, CONTACTS (Leads, Clients, Suppliers, Team), and Settings. The main content area shows the project '412 des Mésanges - Cuisine et salle à manger' with a budget of 49 093,98 \$. The 'Daily log' tab is active, showing a list of entries. Each entry includes a date, a user (Alexandre Gagnon-Roy), a 'Visible to the client' checkbox, weather information, and a description of the work. The first entry is for 'Jeu. 15 Oct. - 2026-10-15' with weather 'Cloudy 10 °C 2 ppl'. The second entry is for 'Mar. 13 Oct. - 2026-10-13' with weather 'Sunny 14 °C 2 ppl'. The third entry is for 'Mer. 30 Sept. - 2026-09-30' with weather 'Rain 12 °C 2 ppl'. Each entry also has a small photo thumbnail. At the top right of the main area, there are buttons for 'Xero project : Synced', 'Voir dans Xero', and 'Active'. Below the project name, there are tabs for Summary, Finances, Quote, Costs, Time, Daily log (selected), Schedule, To-dos, Invoices, Change orders, Purchase orders, and Bid requests. At the bottom of the sidebar, there is a user profile for 'SD Sophie Dorval Owner' and a language selector for 'FR' and 'EN'.

The kitchen project's Daily log tab: each entry, its photos and the "visible to the client" box.



On the phone: weather, temperature, crew, autosave.

What is ordered, what is still committed

Purchase orders

A project's **Purchase orders** tab keeps what you order from suppliers (numbered BC-2026-...), with lines, taxes, PDF and email sending. When the supplier's bill arrives, enter it against the order: the order turns "Received" and the **remaining commitment** updates, which feeds the project's estimate at completion.

Purchase orders stay in NamaCor; only received supplier bills go to Xero.

Nothing falls through the cracks

To-dos and files

To-dos lists what is left to do, by project and by person, with due date and priority. An assigned to-do notifies the person, even in the field.

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To-dos
What is left to do, by project and by person.

To do Done All Everyone Mine

+ New task

- ☐ **Visite du sous-sol Dubé et mesures**
Julien Marchand Due 2026-10-19
88, rue des Cerisiers, 18 h.
- ☐ **Commander les poignées en laiton brossé (cliente a confirmé)** P
P-2026-016 - 412 des Mésanges - Cuisine et salle à manger Julien Marchand Due 2026-10-20
Modèle choisi le 2026-10-06, 34 poignées + 6 boutons.
- ☐ **Faire signer l'ordre de changement des séparateurs par le conseil** P
P-2026-018 - Jardins du Fleuve - Balcons et garde-corps (phase 1) Sophie Dorval Due 2026-10-21
Réunion du conseil le mardi 20 octobre.
- ☐ **Prendre rendez-vous pour le gabarit du quartz**
P-2026-016 - 412 des Mésanges - Cuisine et salle à manger Alexandre Gagnon-Roy Due 2026-10-22
Armoires du bas installées et de niveau avant le gabarit.
- ☐ **Valider le budget de l'agrandissement avec Annie Roy**
P-2026-019 - 6620 Valmont-Sud - Agrandissement arrière Sophie Dorval Due 2026-10-23
Soumission envoyée le 5 octobre, relance prévue.
- ☐ **Renouveler l'attestation d'assurance de Gypse Expert**
P-2026-018 - Jardins du Fleuve - Balcons et garde-corps (phase 1) Julien Marchand Due 2026-10-28
Expire le 2026-10-30. Pas de travaux sans attestation valide.

SD Sophie Dorval Owner
FR EN

Constructions Pierre-Lune's open to-dos.

A project's **Files** tab holds plans, permits, contracts, photos and reports. The eye button shares a file in the client portal.

NAMACOR

Constructions Pierre-Lune

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P-2026-016 · Catherine et Louis Beaulieu

Xero project : Synced

Voir dans Xero

Active

412 des Mésanges - Cuisine et salle à manger

2026-09-08 → 2026-11-20 Budget 49 093,98 \$

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Project files

Plans, permits, contracts, photos, reports. Mark them visible to the client to share them in the portal.

Plan

Add files

File	Category	Date	Size	Client	Actions
Permis-renovation-412-Mesanges.pdf	Permit	2026-10-16	34 Ko	Internal	
Dessins-armoires-Fil-du-Bois.pdf	Plan	2026-10-16	33 Ko	Internal	
Plan-cuisine-rev-C.pdf	Plan	2026-10-16	33 Ko	Visible to client	

Project documents

Quotes, change orders and invoices: the current PDF, the version emailed to the client and the accepted copy (with the typed name, date and IP address).

Document	Status	Date	Files
Quote S-2026-0031 v2 Approved by the client (Catherine Beaulieu) on 2026-10-16	Accepted	2026-08-21	PDF Accepted copy
Quote S-2026-0031	Declined	2026-08-12	PDF
Change order CO-01 · Sélection : Comptoir de quartz — cuisine et îlot — Blanc Calacatta (veiné)	Proposed	2026-10-16	PDF
Change order CO-02 · Ajout d'éclairage DEL sous les armoires	Draft	2026-10-16	PDF
Invoice F-2026-0054	Issued	2026-08-24	PDF
Invoice F-2026-0055	Issued	2026-09-08	PDF Filed PDF
Invoice F-2026-0056	Issued	2026-10-16	PDF Filed PDF

Plans, permit and shop drawings; the revised plan is shared with the client. Below, the project's documents (quotes, change orders, invoices) with their PDFs.

NamaCor Complete Guide · Constructions Pierre-Lune (demo)

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GET PAID

BILL AT THE RIGHT TIME, GET PAID

Invoices are built from the contract (payment schedule, percentage, milestone) or from hours and disbursements, go to Xero with their PDF, and their payment status comes back from Xero on its own.

Bill what was agreed

Progress invoices

On the project's **Invoices** tab, **New invoice** offers several methods:

METHOD	WHEN TO USE IT
Quote payment schedule	Tick the step reached (deposit, start of work...); a step already billed is locked.
% of contract	Progress billing by completion (e.g. 20% of the balconies).
Fixed amount	Any amount, with your own lines.
Schedule milestone	A step of the project schedule is done.
Time and materials (cost plus)	Approved hours not yet billed and disbursements to rebill.

- 1 Pick the method, then the date; the default due date follows Settings (issue date + N days).
- 2 Check the lines and the **Client preview**, then **Save draft**.
- 3 **Issue** assigns the number (F-2026-...), locks the amounts and sends the invoice to Xero with its PDF.
- 4 **Send by email** to the client: PDF attached, online link, rebilled receipts attached.

Never forget a disbursement

Rebiling costs and hours

A cost marked **rebillable** (with its own markup) waits in the "costs to rebill" section of the project's next invoice. Each ticked cost becomes a "Disbursement" line and a "Markup" line; its receipt is attached to the PDF, the Xero invoice and the email. It can never be rebilled twice.

The **hours to bill** block lists approved, unbilled hours by cost code at the code's selling rate (editable per line). The PDF adds an appendix with the detail of billed hours.

The screenshot displays the NAMA COR software interface. On the left is a sidebar with navigation options: Dashboard, Projects, Inbox (3), Notifications (10), MONEY (Costs, Invoices, Timesheets), CALENDAR (Schedule, Planning, To-dos), CONTACTS (Leads, Clients, Suppliers, Team), and Settings. The main area shows the invoice for '412 des Mésanges - Cuisine et salle à manger' with a budget of 49 093,98 \$. The 'Invoices' tab is active, showing the invoice F-2026-0056, which is 'Issued' and 'Xero : Approved'. The invoice is dated 2026-10-16 and is due on 2026-11-15. The subject is 'Déboursés engagés à votre demande : hotte encastrée et location d'un déshumidificateur. Reçus joints.' The invoice table lists the following items:

Description	Amount	Tx	Sales item	Xero account
Débourisé : Location Outils Pro-Loc PL-55488 — 1210 Location d'outils et équipements	145	✓	Line type...	Default account (200)
Pass-through				
Débourisé : Électro-Cuisine Rive-Sud ECR-3391 — 11000 Équipements et électroménagers	1240	✓	Line type...	Default account (200)
Pass-through				
Majoration sur déboursés (10 %)	14.5	✓	Line type...	Default account (200)
Markup				
Majoration sur déboursés (15 %)	186	✓	Line type...	Default account (200)
Markup				
Subtotal				1 585.50 €

At the bottom, there is a 'Contract tracking (before tax)' section.

F-2026-0056: the range hood bought for the client (15% markup) and a dehumidifier rental (10%), receipts attached.

Know who owes what

The **Invoices** menu lists every invoice with a computed status: Draft, To send, Sent, Overdue, Partly paid, Paid. At the top: amount receivable, amount overdue, invoices to send and drafts, each filtering the list.

Constructions Pierre-Lune's invoices.

"Paid" always comes from Xero, where payments are entered or reconciled. A paid invoice, even partly, is locked in NamaCor.

4. STAY IN CONTROL KNOW WHERE EACH PROJECT STANDS

Supplier bills are read automatically, coded to the right project in seconds and sent to Xero. The Finances tab combines contract, costs, hours, commitments and collections to show the actual and projected margin.

The only view that combines everything

Project finances

The **Finances** tab computes: revised contract (accepted quote + change orders), costs to date, billed, collected (Xero), margin to date and projected margin. The watch list flags what deserves your attention.

The screenshot displays the NamaCor software interface. On the left is an orange sidebar with navigation options: Dashboard, Projects (selected), Inbox (3), Notifications (18), MONEY (Costs, Invoices, Timesheets), CALENDAR (Schedule, Planning, To-dos), CONTACTS (Leads, Clients, Suppliers, Team), and Settings. The main area shows the 'Project finances' tab for 'Jardins du Fleuve - Balcons et garde-corps (phase 1)'. It includes a summary of contract, costs, billing, collections, and margin. Key figures are: Revised contract 203 238,30 \$, Costs to date 98 366,75 \$, Billed 90 266,27 \$, Collected 30 000,00 \$, Margin to date -8 100,48 \$, and Projected margin -15 338,75 \$. A 'Watch list' section highlights issues: negative projected margin, overdue invoice, submitted hours awaiting approval, proposed change order not in contract, draft invoice, and open purchase order. At the bottom, 'Contract' and 'Billing and collections' tables are shown.

Contract		Billing and collections	
Accepted quote	200 591,70 \$	Billed (before tax)	90 266,27 \$
Accepted change orders	2 646,60 \$	Billed (taxes included)	103 783,65 \$
Revised contract	203 238,30 \$	Collected (Xero)	30 000,00 \$

Jardins du Fleuve: revised contract of \$203,238, billed, collected (\$30,000 received in Xero) and the watch list: negative projected margin, overdue invoice, change order not yet accepted.

For a reliable projected margin. The projection compares the hours actually approved with the quote's estimated hours (the "est. h" column or the labour calculator). If labour is only included in a unit cost, with no estimated hours, every hour on site shows up as an overrun.

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Sophie Dorval

Owner

FR EN

P-2026-017

Geneviève Lapointe

Xero project : Synced

Voir dans Xero

Active

1875 des Hirondelles - Finition du sous-sol

2026-09-21 → 2026-11-13 Budget 53 545,29 \$

Summary

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Project finances

Contract, costs, billing, collections and margin: current per NamaCor (approved hours, recorded costs) and Xero (payments).

Revised contract

53 545,29 \$

Quote 52 701,79 \$ + ac...

Costs to date

14 839,00 \$

Suppliers 12 526,25 \$ - ...

Billed

26 350,90 \$

49 % of contract - 27 1...

Collected

15 148,47 \$

Outstanding 15 148,47 \$

Margin to date

11 511,90 \$

44 % of billed (billed - ...

Projected margin

-2 208,75 \$

Estimate at completion ...

Watch list

▲ Negative projected margin (-2 208,75 \$): the estimate at completion exceeds the contract.

• 57,00 h submitted, awaiting approval (0,00 \$).

• 1 open purchase order(s): 2 780,00 \$ committed but not billed yet (included in the projection).

Contract

Accepted quote

52 701,79 \$

Accepted change orders

843,50 \$

Revised contract

53 545,29 \$

Proposed change orders (0)

0,00 \$

Left to bill

27 194,39 \$

Approved hours / budget

65,50 h / 5,00 h

Submitted hours pending

57,00 h

Billing and collections

Billed (before tax)

26 350,90 \$

Billed (taxes included)

30 296,94 \$

Collected (Xero)

15 148,47 \$

Outstanding

15 148,47 \$

Overdue (0)

0,00 \$

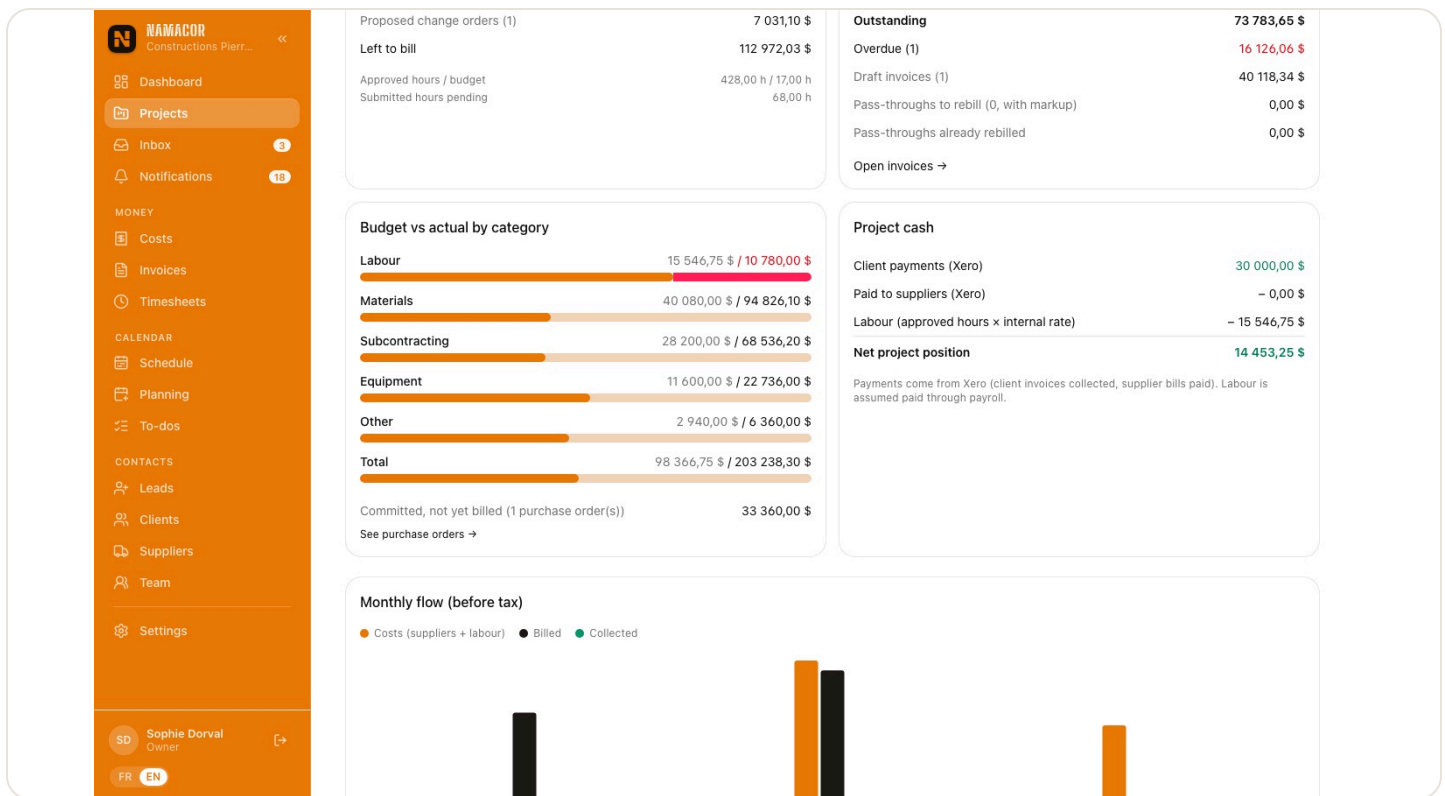
Draft invoices (0)

0,00 \$

Pass-throughs to rebill (0, with markup)

0,00 \$

The Lapointe basement: \$11,512 margin to date (44% of billed) and an early signal to watch.



Budget versus actual by category (labour, materials, subcontracting, equipment), project cash and monthly flow.

Every dollar spent, on the right project

Costs

A cost is a supplier bill or receipt, always tied to a project and a cost code, with its receipt. The **Costs** menu lists them all, filtered by project and Xero status, with a direct link to the supplier bill in Xero.

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Constructions Pierr...

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SD Sophie Dorval
Owner

FR EN

Carl

Costs

Drop bills and receipts here: they go through automatic reading, then get coded to a project. Each cost shows its Xero state.

3 document(s) to process

+ Enter manually

Drop bills or receipts (PDF, photos)

Each file is read by OCR: supplier, amounts, taxes, date, then proposed as a cost.

All projects

Xero : All

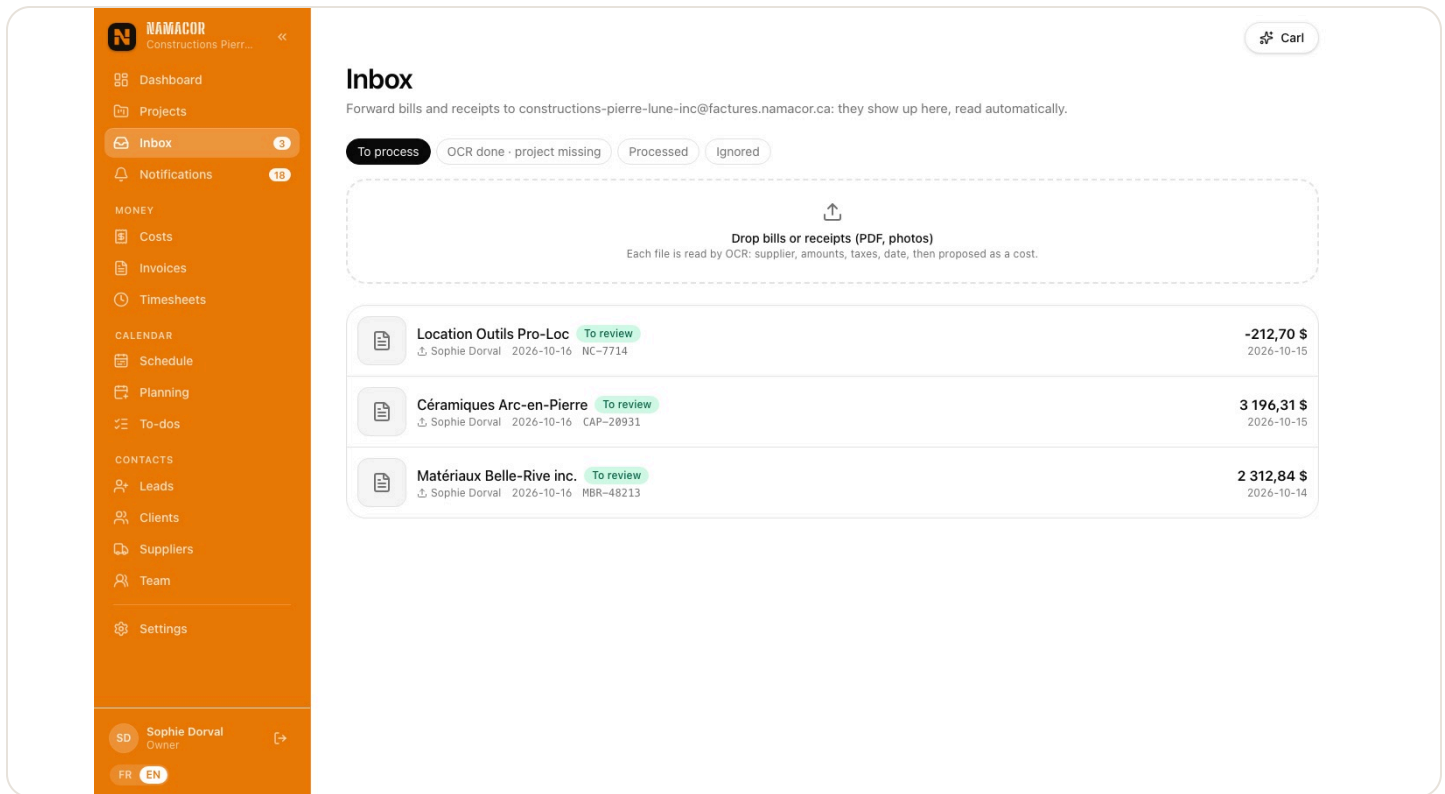
yyyy-mm-dd

yyyy-mm-dd

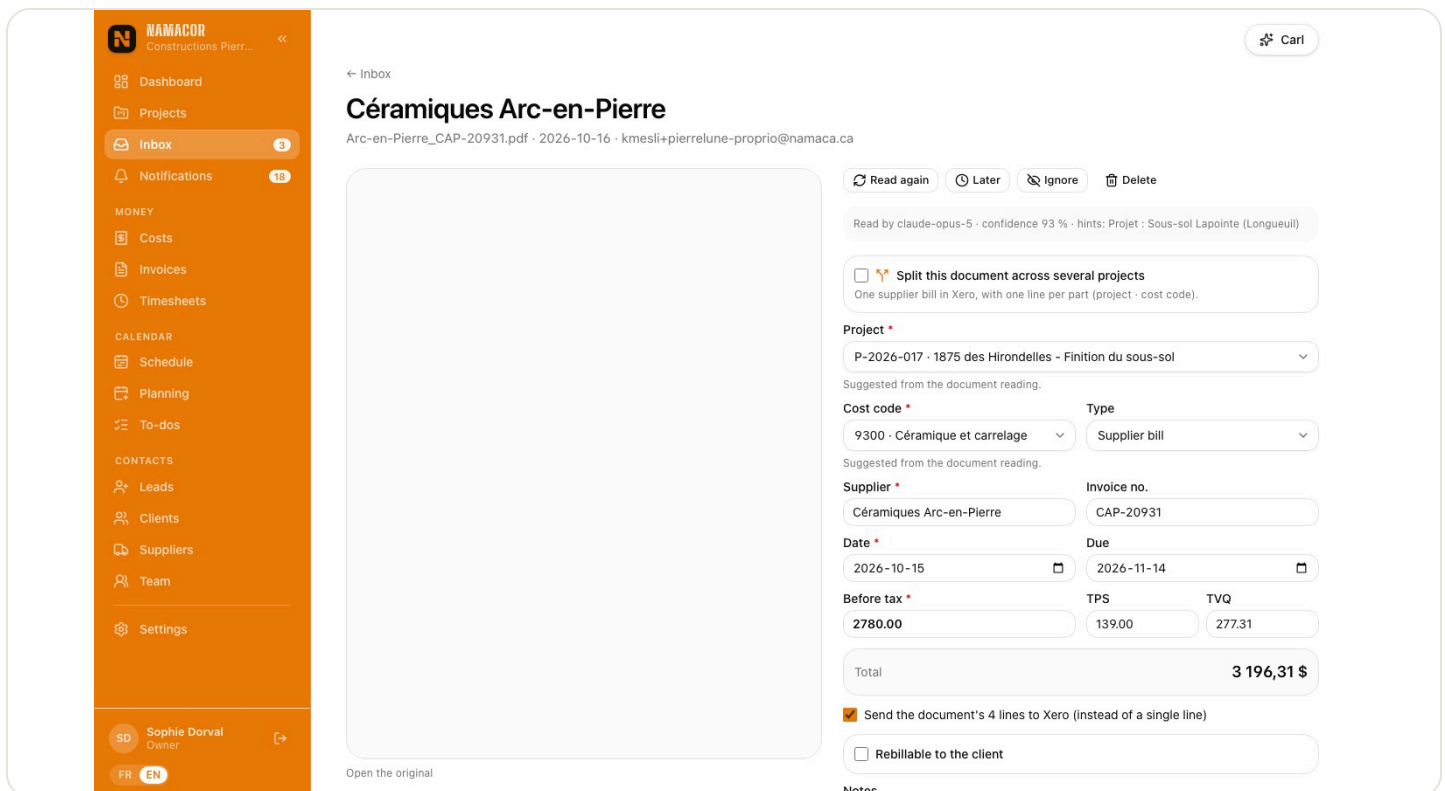
Search

Total before tax: 226 425,20 \$

Date	Supplier	Project	Cost code	Total	Xero	Actions
2026-10-14	Garde-corps Alu-Rive inc. ALR-2026-118 · Supplier bill	P-2026-018 Jardins du Fleuve - Balcons et garde-corps (phase 1)	5000 · Métaux	38 355,66 \$	Approved	
2026-10-13	Ébénisterie Fil du Bois FDB-0988 · Subcontractor	P-2026-016 412 des Mésanges - Cuisine et salle à manger	6400 · Ébénisterie et armoires	10 347,75 \$	Approved	
2026-10-12	Matériaux Belle-Rive inc. MBR-47701 · Supplier bill	P-2026-017 1875 des Hirondelles - Finition du sous-sol	9250 · Gypse et plâtre	3 047,30 \$	Xero draft	
2026-10-08	Électro-Cuisine Rive-Sud ECR-3391 · Supplier bill Rebilled	P-2026-016 412 des Mésanges - Cuisine et salle à manger	11000 · Équipements et élect...	1 425,69 \$	Approved	
2026-10-05	Matériaux Belle-Rive inc. MBR-47480 · Supplier bill	P-2026-017 1875 des Hirondelles - Finition du sous-sol	7000 · Isolation et étanchéité	2 173,31 \$	Xero draft	
2026-10-03	Plomberie H2-Eau inc. H2E-3471 · Subcontractor	P-2026-017 1875 des Hirondelles - Finition du sous-sol	15100 · Plomberie	2 414,48 \$	Xero draft	
2026-10-02	Électricité Voltaik inc. VLT-2310 · Subcontractor	P-2026-017 1875 des Hirondelles - Finition du sous-sol	16000 · Électricité	3 334,28 \$	Approved	
	Location Outils Pro-Loc	P-2026-016 412 des Mésanges - Cuisine et				



Three documents read: two bills and a credit note (negative amount).



The review screen: the document on the left, the prefilled form on the right. The project is suggested from the "Sous-sol Lapointe" mention on the bill.

- 1 Open a document **to review**. The form is prefilled; a "possible duplicate" banner appears if the same bill already exists.
- 2 Fix anything needed, then **Create the cost**. The file becomes the cost's receipt and the cost goes to Xero.
- 3 Not sure of the project yet? **Later** sends it to the "OCR done · project missing" tab, where quick coding assigns project and code in a row.
- 4 One bill for several jobs? Tick **Split this document across several projects**: by amounts or by document line. Xero receives a single supplier bill with one line per project.

Clean books without double entry

Xero

Everything your accountant needs goes to Xero, correctly coded:

IN NAMACOR	IN XERO
Active project	Xero Projects project, "Project" tracking option, one task per labour code
Approved hours	Time entry in the Xero project
Cost (supplier bill)	Supplier bill with expense account, project tracking and attached receipt
Negative cost	Supplier credit note
Issued invoice	Client invoice with PDF and rebilled receipts attached
Payment entered in Xero	Read back by NamaCor (continuously and nightly): Paid, Partly paid

- 2 Confirm the organisation (name, short code, Xero Projects available): nothing is sent until the owner confirms.
- 3 In Settings > Chart of accounts, map each cost code to an expense account and each sales item to a revenue account.
- 4 Choose the "Project" tracking category, tax codes, the posting status for invoices (draft or approved) and when Xero projects are created.

Every call to Xero is logged (an audit trail for your accountant). A failed job can be relaunched from Settings > Xero.

5 WORK WITH THE CLIENT KEEP THE CLIENT IN THE LOOP

Extras are approved before they are built, finish choices are made online against an allowance, and the client follows the project in their portal without calling the office.

No more disputed extras

Change orders

A change order (CO-01, CO-02... per project) is built like a quote, with sections, lines and the calculator. It starts as a draft, invisible to the client. Attach supporting documents (project files, supplier bills): they follow the PDF sent to the client.

The screenshot displays the NAMA COR client portal interface. On the left is an orange sidebar with navigation links: Dashboard, Projects (selected), Inbox (3), Notifications (10), MONEY (Costs, Invoices, Timesheets), CALENDAR (Schedule, Planning), To-dos, CONTACTS (Leads, Clients, Suppliers, Team), and Settings. The main content area shows project details for 'Jardins du Fleuve - Balcons et garde-corps (phase 1)' with a budget of 203,238.30 \$. A tabbed interface includes Summary, Finances, Quote, Costs, Time, Daily log, Schedule, To-dos, Invoices, Change orders (active), Purchase orders, and Bid requests. Under 'Change orders', two items are listed: CO-01 'Remplacement de 3 solives de rive' (Accepted, 2,646.60 \$) and CO-02 'Séparateurs d'intimité en verre givré' (Proposed, 7,031.10 \$). Each item includes a description, date, and options to send by email, accept, decline, or delete. A '+ New change order' button is also present.

Jardins du Fleuve: CO-01 accepted (rotten joists found during demolition), CO-02 proposed to the board.

NAMA COR
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SD Sophie Dorval Owner FR EN

P-2026-018 - Syndicat de copropriété Les Jardins du Fleuve
Jardins du Fleuve - Balcons et garde-corps (phase 1)
2026-08-24 → 2026-12-04 Budget 203 238,30 \$

Xero project : Synced Voir dans Xero Active

Summary Finances Quote Costs Time Daily log Schedule To-dos Invoices **Change orders** Purchase orders Bid requests

← Change orders
CO-01 Accepted Your view Client preview PDF Approved copy (PDF) Send by email

Title Remplacement de 3 solives de rive (balcons 4, 9 et 11) **Date** 2026-09-10

Explanation of the work
Pendant la démolition du 8 septembre, nous avons découvert des solives de rive pourries sous les balcons 4, 9 et 11. L'ingénieur demande leur remplacement avant la réfection des dalles (voir la note technique jointe).

Why this change, what is added or removed. Printed at the top of the document.

Description	Cost code	Qty	Unit	Materials	Labour	Markup %	Unit price	Amount	Tx	est. h
Étalement temporaire et remplacement des solives de rive (bois traité 2x10)	6100 - Charp	3	unité	420	208	15	722.2	2 166,60 \$ cost 1 884,00 \$	✓	8
Note technique de l'ingénieur	1290 - Frais	1	forfait	—	—	15	480	480,00 \$	✓	

Structure 6100 - Charpente et bois c 2 646,60 \$
est. h 8,00 h - margin 28,814 %

Supporting documents (1)
Ticked documents are appended to the PDF sent to the client (and to the accepted copy).

Subtotal 2 646,60 \$
GST (5 %) 132,33 \$
QST (9,975 %) 264,00 \$

CO-01 with the engineer's note attached; the revised contract becomes \$203,238.

- 1 **Change orders** tab > **New change order**, then **Create and detail**.
- 2 Explain the work, add the lines (a negative amount makes a credit) and tick the supporting documents.
- 3 **Propose to client**: they see it in their portal and approve by typing their name, or you click **Accept**.
- 4 Once accepted, its amount is added to the project's contract and budget (and the Xero project estimate).

Carl can draft it. Ask Carl to "prepare a change order for...": it creates a draft, invisible to the client, for you to review.

Finish choices without the back-and-forth

Client selections

For each item to choose (countertop, tile, faucet), enter the allowance in the contract and offer options with photo, price and supplier. **Publish to client** sends it to their portal; they choose by typing their name. **Confirm the choice** locks the selection and creates the change order for the difference with the allowance (a credit if the option costs less).

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P-2026-016

Catherine et Louis Beaulieu

Xero project : Synced

Voir dans Xero

Active

412 des Mésanges - Cuisine et salle à manger

2026-09-08 → 2026-11-20 Budget 49 093,98 \$

Summary

Finances

Quote

Costs

Time

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Schedule

To-dos

Invoices

Change orders

Purchase orders

Bid requests

Client selections

Comptoir de quartz — cuisine et flot

Confirmed

Comptoirs

Allowance

5 300,00 \$

Answer expected by

2026-10-20

Client's choice

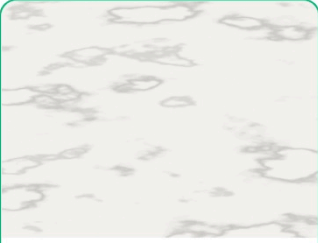
Blanc Calacatta (veiné) · 5 576,00 \$ (+276,00 \$)

Chosen by Catherine Beaulieu on 2026-10-16

See the change order →

Environ 68 pi², épaisseur 3 cm, bord droit, découpe d'évier sous-plan. Le prix comprend la fabrication et la pose.

Options (3)



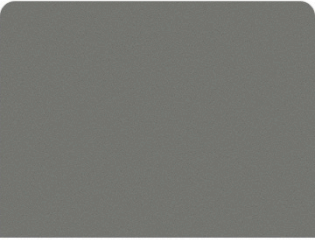
Blanc Calacatta (veiné) ★ ✓

5 576,00 \$

+276,00 \$

Veinage gris doux, fini poli.

Céramiques Arc-en-Pierre QZ-CAL-3



Gris béton

5 066,00 \$

-234,00 \$

Fini mat, très tolérant aux traces.

Céramiques Arc-en-Pierre QZ-GRB-3



Noir absolu

5 372,00 \$

+72,00 \$

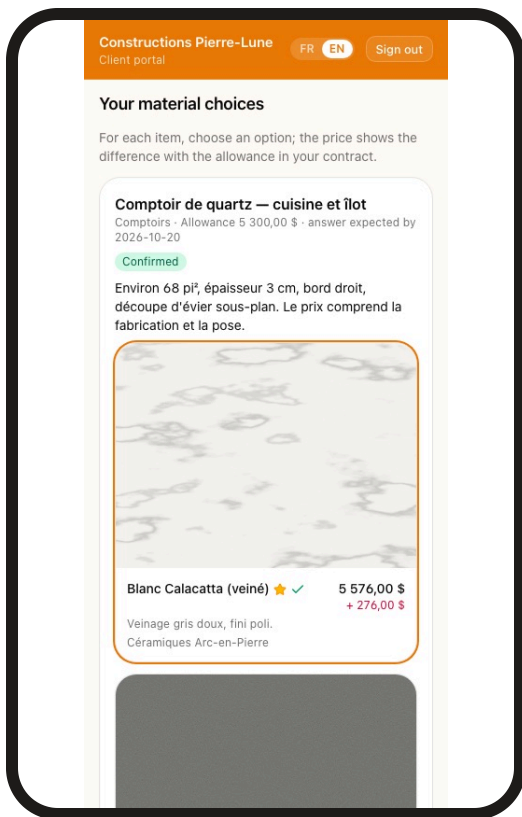
Fini suédé, contraste avec les armoires blanches.

Céramiques Arc-en-Pierre QZ-NOA-3

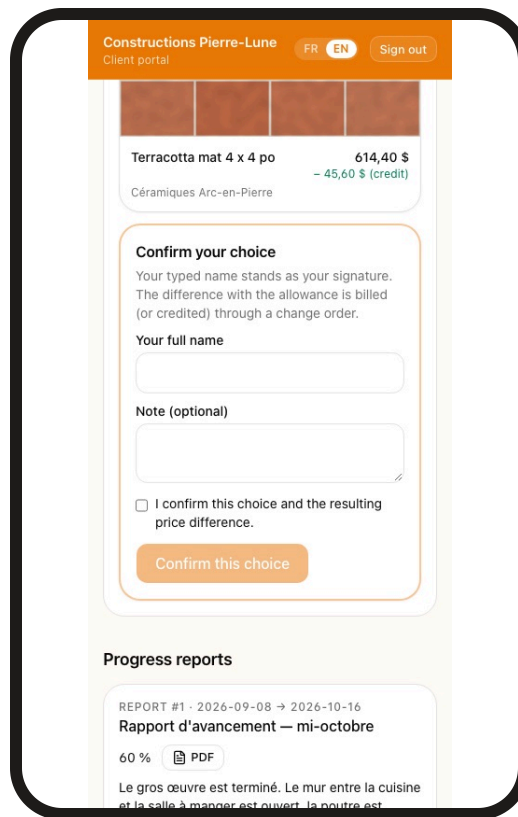
The Beaulieu kitchen's quartz countertop: a \$5,300 allowance and three options, each showing its difference.

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In the portal, the client sees the options, their photos and the difference with the allowance.

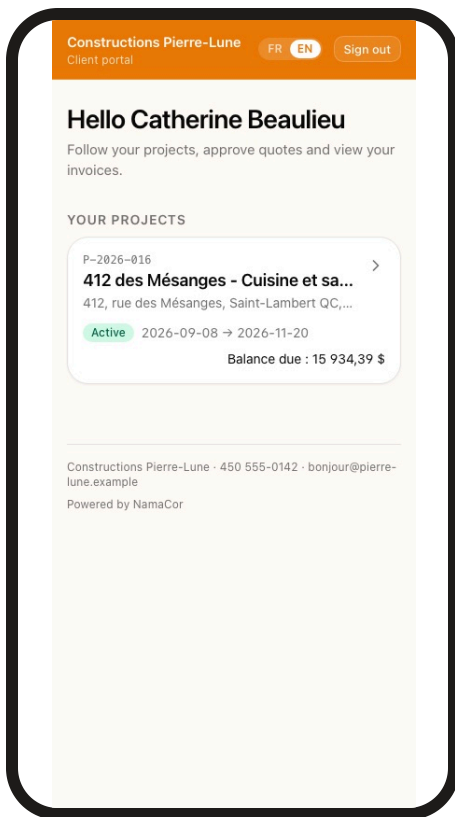


They confirm the choice by typing their name; the change order follows.

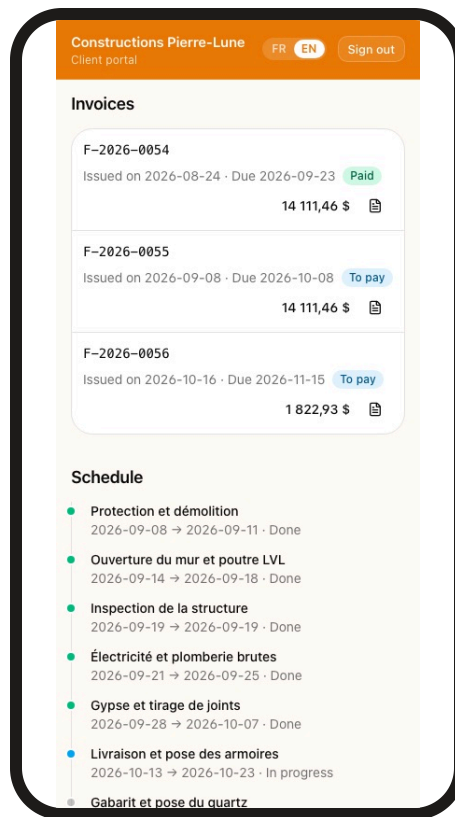
Fewer calls, more trust

Client portal

The client signs in with a link or a code sent by email, with no password. They see the projects you make visible (the **Client portal** switch on the Summary): contract value, billed and paid, quotes, change orders, invoices (paid, to pay), schedule, visible log entries with photos, selections, reports and shared files. Never your costs, hours or margins.



Home: their projects and the balance to pay.



Invoices, paid or to pay, with their PDF.



Shared log entries, with photos.



The work schedule.

- 1 Client record > **Invite the client** (email and name). They receive access in their language.
- 2 Project Summary > **Client portal** switch.
- 3 Every quote, change order or invoice email also contains a public link to the document, valid 180 days; from there the client can request portal access in one click.

A report that writes itself

Progress reports

Pick a period: the draft is built from the daily logs, approved hours, steps completed and coming up, finished to-dos and invoices, with the period's photos preselected. After review, **Send the report** produces the PDF, emails it to the client, files it in the project and publishes it in their portal.

The screenshot displays the NamaCor software interface. On the left is an orange sidebar with navigation options: Dashboard, Projects (selected), Inbox (3), Notifications (18), MONEY (Costs, Invoices, Timesheets), CALENDAR (Schedule, Planning, To-dos), CONTACTS (Leads, Clients, Suppliers, Team), and Settings. At the bottom of the sidebar are user avatars for Sophie Dorval (Owner) and FR EN.

The main content area shows the project details for '412 des Mésanges - Cuisine et salle à manger'. It includes the project ID 'P-2026-016', the client 'Catherine et Louis Beaulieu', and the budget '49 093,98 \$'. A 'Xero project : Synced' status is shown. Below this is a horizontal menu with tabs: Summary, Finances, Quote, Costs, Time, Daily log, Schedule, To-dos, Invoices, Change orders, Purchase orders, and Bid requests. The 'Progress reports' section is active, showing 'Report #1' as 'Sent' on 2026-10-16 to 'kmesli+pierrélune-client@namaca.ca'. A PDF icon is visible.

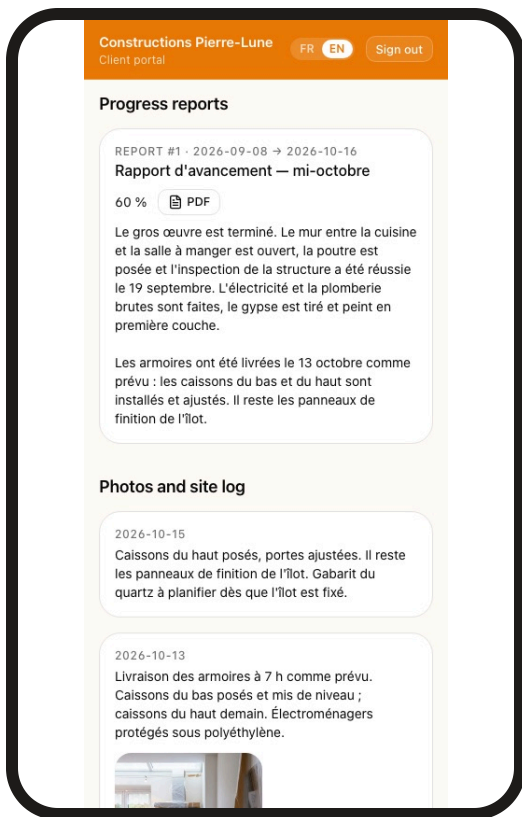
The report content is divided into several sections:

- Title:** Rapport d'avancement — mi-octobre. Optional, e.g. Demolition done and rough plumbing.
- From:** 2026-09-08
- To:** 2026-10-16
- Progress (%):** 60. Suggested from the schedule; adjust.
- Summary of the period:** Le gros œuvre est terminé. Le mur entre la cuisine et la salle à manger est ouvert, la poutre est posée et l'inspection de la structure a été réussie le 19 septembre. L'électricité et la plomberie brutes sont faites, le gypse est tiré et peint en première couche. Les armoires ont été livrées le 13 octobre comme prévu : les caissons du bas et du haut sont installés et ajustés. Il reste les panneaux de finition de l'îlot.
- Next steps:** Gabarit et pose du quartz Blanc Calacatta : semaine du 27 octobre; Céramique du dossieret : à partir du 5 novembre (votre choix de zellige est attendu d'ici le 27 octobre); Peinture finale et finition électrique : 9 au 16 novembre; Inspection finale et liste de déficiences : 20 novembre.
- Points of attention:** Ordre de changement CO-01 (quartz Blanc Calacatta, +276 \$) à approuver dans votre espace client; Choix de la céramique du dossieret à confirmer avant le 27 octobre pour respecter l'échéancier.

On the right side, there is a 'NUMBERS OF THE PERIOD' summary:

- Approved hours: 158,00 h · 5
- Documented days: 5
- To-dos completed: 0
- Milestones reached:
 - Protection et démolition (2026-09-11)
 - Ouverture du mur et poutre LVL (2026-09-18)
 - Inspection de la structure (2026-09-19)
 - Électricité et plomberie brutes (2026-09-25)
 - Gypse et tirage de joints (2026-10-07)

The mid-October report for the Beaulieu kitchen: text rewritten for the client, the period's numbers and four chosen photos.



The same report, published in the portal with its PDF.

Who did what, and when

Events and notifications

Each project's **Events** tab is its full history, written by the database itself: quotes, change orders, purchase orders, invoices, payments, emails, logs, files and to-dos, with the author and time. Nothing slips through, whether the action came from the office, the client or Xero.

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Sophie Dorval

Owner

FR

EN

Carl

Notifications

What concerns you: client approvals, bills received, payments, assigned to-dos, quote requests.

By email: Important only Mark all read

Invoice F-2026-0054 paid (14 111,46 \$)

P-2026-016 412 des Mésanges - Cuisine et salle à manger · 2026-10-17 08:05 a.m. · Xero

Invoice F-2026-0050 paid (15 148,47 \$)

P-2026-017 1875 des Hirondelles - Finition du sous-sol · 2026-10-17 08:05 a.m. · Xero

NEW

Invoice F-2026-0049 paid (50 345,72 \$)

P-2026-015 Clinique Lumière - Aménagement du local 120 · 2026-10-17 08:04 a.m. · Xero

NEW

Invoice F-2026-0045 paid (41 954,78 \$)

P-2026-015 Clinique Lumière - Aménagement du local 120 · 2026-10-17 08:03 a.m. · Xero

NEW

Invoice F-2026-0043 paid (41 954,78 \$)

P-2026-015 Clinique Lumière - Aménagement du local 120 · 2026-10-17 08:03 a.m. · Xero

NEW

Invoice F-2026-0048 paid (5 304,79 \$)

P-2026-014 57 des Pruches - Salle de bain principale · 2026-10-17 08:02 a.m. · Xero

NEW

Invoice F-2026-0046 paid (7 957,21 \$)

P-2026-014 57 des Pruches - Salle de bain principale · 2026-10-17 08:02 a.m. · Xero

NEW

Invoice F-2026-0044 paid (6 631,01 \$)

P-2026-014 57 des Pruches - Salle de bain principale · 2026-10-17 08:01 a.m. · Xero

NEW

Invoice F-2026-0042 paid (6 631,01 \$)

P-2026-014 57 des Pruches - Salle de bain principale · 2026-10-16 10:45 p.m. · Xero

NEW

Daily log for 2026-10-15

P-2026-016 412 des Mésanges - Cuisine et salle à manger · 2026-10-16 09:20 p.m. · Alexandre Gagnon-Roy

NEW

Daily log for 2026-10-13

P-2026-016 412 des Mésanges - Cuisine et salle à manger · 2026-10-16 09:20 p.m. · Alexandre Gagnon-Roy

NEW

Daily log for 2026-09-30

NEW

Payments read back from Xero, site logs and new requests.

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CARL

ASK, AND CARL LOOKS IT UP

Carl is NamaCor's assistant for the office. It answers with your real data: a project's finances, budget versus costs by code, open invoices, schedule, hours, suppliers and their licences, Xero status. It also drafts emails and quote text, and can create a to-do or a draft change order.

Carl

Your NamaCor assistant: projects, invoices, costs, hours and tasks.

dollars, so you'd have to work out its cost yourself.

Context:

- Contract: 203,238.30 \$ before taxes (quote 200,591.70 \$ + CO-01 accepted for 2,646.60 \$)
- CO-02 for the frosted glass privacy screens (7,031.10 \$) is still waiting for the client's answer
- Still to bill: 112,972.03 \$ before taxes. Paid so far: only 30,000 \$ taxes included. There's also a draft invoice on this project.

What's over budget: nothing, strictly speaking. Every cost code is below its planned cost. The one exception is:

- **1110 Containers and waste management:** 2,940 \$ spent with no planned cost entered. That's still well below the 5,880 \$ sold on that line, so it's not a real overrun.

Codes to watch: these are at 50% of planned cost or more:

- Metals: 33,360 \$ of 66,720 \$ planned
- Concrete: 28,200 \$ of 56,400 \$
- Tool rental: 11,600 \$ of 20,300 \$ (57%)

Whether that's fine depends on how far along the work is. Also, 1202 Project manager (10,780 \$ sold) has no costs entered, since that's internal time.

Ask a question...

The assistant can make mistakes: check important numbers in NamaCor.

New conversation

"Where does the margin stand on Jardins du Fleuve?": Carl compares budget and costs by code.

Carl

Your NamaCor assistant: projects, invoices, costs, hours and tasks.

Which subcontractors have an RBQ licence or insurance that is expired or expiring soon?

As of today (October 17, 2026), **3 subcontractors** have a problem:

Expired

- **Maçonnerie Granitek** (masonry and concrete): RBQ licence 5555-0106-01 **expired on September 30, 2026**. Contact: Luc Bérard, 450 555-0136, kmesli+pierrelune-granitek@namaca.ca

Expiring soon

- **Gypse Expert Montérégie** (drywall): insurance expires **October 30, 2026**, in 13 days. Contact: Patrick Allard, 450 555-0135, gypse.expert@example.com
- **Électro-Lumen inc.** (electrical): insurance expires **November 5, 2026**, in 19 days. Contact: Karine Paquette, 450 555-0132, kmesli+pierrelune-lumen@namaca.ca

All the other subcontractors' RBQ licences and insurance are good until at least January 2027. Most of their CNESST certificates expire on December 31, 2026, so you'll need to get new ones before year-end.

I can draft emails asking these three for updated documents, if you'd like.

Ask a question...

The assistant can make mistakes: check important numbers in NamaCor.

New conversation

"Which subcontractors have a licence or insurance to renew?"

Carl

Your NamaCor assistant: projects, invoices, costs, hours and tasks.

F-2026-0055	Catherine et Louis Beaulieu (P-2026-016)	14 111,46 \$	14 111,46 \$	20 10
-------------	--	--------------	--------------	-------

Not yet due (108 192,80 \$)

Invoice	Client / project	Balance	Due date
F-2026-0051	Geneviève Lapointe (P-2026-017)	15 148,47 \$	2026-10-21
F-2026-0052	Clinique dentaire Lumière (P-2026-015)	33 563,81 \$	2026-10-25
F-2026-0053	Les Jardins du Fleuve (P-2026-018)	57 657,59 \$	2026-10-30
F-2026-0056	Catherine et Louis Beaulieu (P-2026-016)	1 822,93 \$	2026-11-15

Les Jardins du Fleuve owes the most: 73 783,65 \$ across 2 invoices, and part of that is overdue.

I can't tell from these results whether the amounts include taxes. You can check by opening each invoice in NamaCor.

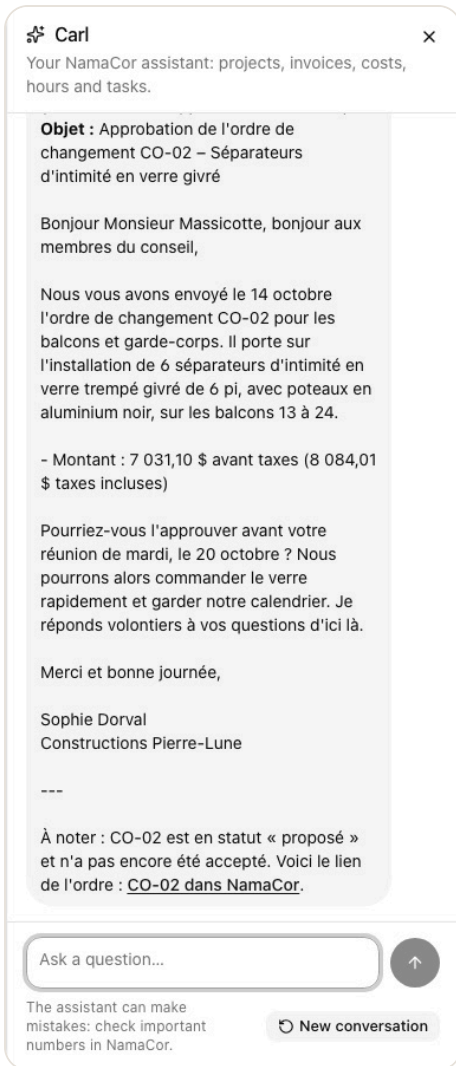
If you'd like, I can draft a payment reminder email to the Jardins du Fleuve or to the Beaulieus.

Ask a question...

The assistant can make mistakes: check important numbers in NamaCor.

New conversation

"Which invoices are open or overdue?"



Carl drafts the email to the board, in the board's language (French), with a link to CO-02.

- Open Carl with the button at the top right of every page; the answer appears in a side panel, with links to the relevant screens.
- Carl only sees what your role allows, in your company.
- It sends nothing itself: it drafts, you copy. Its only writes are a to-do or a draft change order, when you ask.
- It also answers "how do I..." questions about NamaCor.

7 ADMINISTRATION

SETTINGS, TEAM AND SUPPLIERS

Set once, used everywhere: your company details, taxes and terms, chart of accounts, rates, and your subcontractor directory with their licences and insurance.

Settings

TAB	WHAT YOU SET THERE
Company	Legal name, NEQ, RBQ licence, GST and QST numbers, address, public form link, tax rates and codes.
Documents	Quote and invoice terms, prices shown to the client, default payment schedule, disbursement markup, holdback, bill receiving address, email sender and reply-to, week start and hour rounding, end-of-day reminder, terms templates, numbering.
Catalog	Price catalog, units of measure, quote templates.
Chart of accounts	Cost codes (type, Xero expense account, Xero task, billable rate) and sales items (revenue account, taxable).
Xero	Connection, organisation confirmation, tracking category, posting statuses, sync queue.
Account	Your language and, if you wish, a password (sign-in by code stays available). Email preferences are set at the top of the Notifications page.

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Settings

Company, documents, catalog, chart of accounts, Xero and your account.

Company

Documents

Catalog

Chart of accounts

Xero

Account

Cost codes

Divisions for costs and labour roles for time. "Time" codes become Xero Projects tasks. Each cost code points to a Xero expense account, each sales item to a revenue account (55 active accounts loaded from Xero).

Add a code

Code	Name (fr)	Type	Xero account (costs)	Xero task	Billable rate (\$/h)	Actions
1130	Conducteur de travaux	Labour	—	Conducteur de travaux	92,00 \$/h	Edit
1140	Manoeuvre	Labour	—	Manoeuvre	58,00 \$/h	Edit
1150	Menuisier	Labour	—	Menuisier	78,00 \$/h	Edit
1170	Chef d'équipe	Labour	—	Chef d'équipe	86,00 \$/h	Edit
1190	Contremaître	Labour	—	Contremaître	90,00 \$/h	Edit
1202	Chargé de projet	Labour	—	Chargé de projet	98,00 \$/h	Edit
1203	Administration et estimation	Labour	—	Administration	70,00 \$/h	Edit
1110	Conteneurs et gestion des déchets	Other	310	—		Edit
1210	Location d'outils et équipements	Equipment	310	—		Edit
1230	Camion de service et déplacements	Equipment	310	—		Edit
1250	Permis et licences	Other	310	—		Edit

Cost codes: labour by role (with billable rate), then materials and subcontracting by division.

Team and roles

ROLE	CAN
Owner	Everything: users, Xero connection, internal rates, settings.
Office	Clients, projects, quotes, costs, invoices, schedule, hour approval, sync.
Field	On their projects: their hours, clock-in, the log, costs with receipt, the schedule. Never a dollar amount.

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SD Sophie Dorval
Owner

FR EN

Team

+ Add a worker

+ Invite a user

Workers

Display name	Trade	Default cost code	Account	Internal rate	Actions
Alexandre Gagnon-Roy	Chef d'équipe	1170 - Chef d'équipe	kmesli+pierrelune-terrain@namaca.ca	46,00 \$/h	Edit
Julien Marchand	Chargé de projet et estimateur	1202 - Chargé de projet	kmesli+pierrelune-bureau@namaca.ca	52,00 \$/h	Edit
Kevin Thibodeau	Menuisier	1150 - Menuisier	No account	38,50 \$/h	Edit
Maxime Pelletier	Manœuvre	1140 - Manoeuvre	No account	29,00 \$/h	Edit
Nadia Ouellet	Contremaîtresse	1190 - Contremaître	No account	48,00 \$/h	Edit
Olivier Lachance	Manœuvre	1140 - Manoeuvre	No account	27,50 \$/h	Edit
Samuel Bérubé	Menuisier	1150 - Menuisier	No account	36,00 \$/h	Edit

Users

Display name	Email	Last sign-in	Role
Alexandre Gagnon-Roy	kmesli+pierrelune-terrain@namaca.ca	2026-10-17	Field ☒ Active <button>Send a sign-in link</button>
Julien Marchand	kmesli+pierrelune-bureau@namaca.ca	never · Invited on 2026-10-16	Office ☒ Active <button>Resend invitation</button>
Sophie Dorval	kmesli+pierrelune-proprio@namaca.ca	2026-10-17	Owner ☒ Active
Soutien Namaca	kmesli@namaca.ca	2026-10-16	Owner ☐ Active

Workers

Display name	Trade	Default cost code	Account	Internal rate	Actions
Alexandre Gagnon-Roy	Chef d'équipe	1170 - Chef d'équipe	kmesli+pierrelune-terrain@namaca.ca	46,00 \$/h	Edit
Julien Marchand	Chargé de projet et estimateur	1202 - Chargé de projet	kmesli+pierrelune-bureau@namaca.ca	52,00 \$/h	Edit
Kevin Thibodeau	Menuisier	1150 - Menuisier	No account	38,50 \$/h	Edit
Maxime Pelletier	Manœuvre	1140 - Manoeuvre	No account	29,00 \$/h	Edit
Nadia Ouellet	Contremaîtresse	1190 - Contremaître	No account	48,00 \$/h	Edit
Olivier Lachance	Manœuvre	1140 - Manoeuvre	No account	27,50 \$/h	Edit
Samuel Bérubé	Menuisier	1150 - Menuisier	No account	36,00 \$/h	Edit

Users

Display name	Email	Last sign-in	Role
Alexandre Gagnon-Roy	kmesil+pierrélune-terrain@namaca.ca	2026-10-17	Field ☒ Active Send a sign-in link
Julien Marchand	kmesil+pierrélune-bureau@namaca.ca	never · invited on 2026-10-16	Office ☒ Active Resend invitation
Sophie Dorval	kmesil+pierrélune-proprio@namaca.ca	2026-10-17	Owner ☒ Active
Soutien Namaca	kmesil@namaca.ca	2026-10-16	Owner ☐ Active

Workers (with their internal rate, visible to the owner only) and users.

Suppliers and subcontractors

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Sophie Dorval
Owner

FR EN

Suppliers and subcontractors

The directory: contacts, trade, RBQ licence, insurance and CNESST, history of purchase orders, bills and bid requests. Suppliers on bills are added automatically.

All
Suppliers
Subcontractors
Search...
+ New supplier

Name	Type	Trade	Contact	Compliance	Rating
Céramiques Arc-en-Pierre	Supplier	Céramique et pierre	Mélissa Vachon - 450 555-0163 - commandes@arcenpierre.example		★★★★
Climatisation Air-Pur Inc. AUTO	Supplier				
Conteneurs Vrac-Sud	Supplier	Conteneurs et disposition	Répartition - 450 555-0190 - repartition@vracsud.example		★★★
Ébénisterie Fil du Bois	Subcontractor	Armoires et ébénisterie	Rémi Fortier - 450 555-0134 - atelier@fildubois.example	RBQ ✓ Insurance ✓ CNESST ✓	★★★★★
Électricité Voltaik inc.	Subcontractor	Électricité	Simon Jodoin - 450 555-0131 - kmesli+pierrelune-voltaik@namaca.ca	RBQ ✓ Insurance ✓ CNESST ✓	★★★★★
Électro-Cuisine Rive-Sud AUTO	Supplier				
Électro-Lumen inc.	Subcontractor	Électricité	Karine Paquette - 450 555-0132 - kmesli+pierrelune-lumen@namaca.ca	RBQ ✓ Insurance 19 j CNESST ✓	★★★★
Garde-corps Alu-Rive inc.	Both	Garde-corps et balcons en aluminium	Steve Gingras - 450 555-0138 - kmesli+pierrelune-alurive@namaca.ca	RBQ ✓ Insurance ✓ CNESST ✓	★★★★
Gypse Expert Montérégie	Subcontractor	Gypse et tirage de joints	Patrick Allard - 450 555-0135 - gypse.expert@example.com	RBQ ✓ Insurance 13 j CNESST ✓	★★★★
Location Outils Pro-Loc	Supplier	Location d'équipement	Comptoir - 450 555-0187 - comptoir@proloc.example		★★★★
Maçonnerie Granitek	Subcontractor	Maçonnerie et béton	Luc Bérard - 450 555-0136 - kmesli+pierrelune-granitek@namaca.ca	RBQ X Insurance ✓ CNESST ✓	★★★

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