

WE IMPLEMENT
AND AUTOMATE
YOUR
RECORDKEEPING
PROCESSES

ENABLING CLIENTS
TO SHARPEN THEIR
BUSINESS FOCUS.

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FOCUS VALUABLE TIME AND
RESOURCES IN OTHER AREAS
TO PROMOTE GROWTH AND
INCREASED PROFITS.

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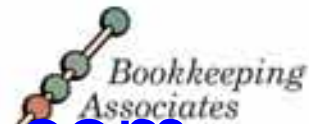
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555.543.5432 tel 555.543.5433 fax

www.yourwebsitehere.com



TRUSTWORTHY.
EXPERIENCED.
RELIABLE.

PROFESSIONALS MAINTAINING YOUR
FINANCIAL RECORDS



ACCOUNT SERVICES

WE MEET YOUR ACCOUNTING NEEDS
FROM BASIC BOOKKEEPING TO MORE
COMPLEX FINANCIAL NEEDS.

- Full Cycle Bookkeeping
- Bank Reconciliation
- Budget Preparation
- Inventory Tracking
- Financial Statement Preparation
- Accounts Receivable
- Year-end Closing
- Governmental Reporting
- Cashflow Analysis
- Accounts Payable
- Job Costing
- Credit Card Reconciliation
- General Ledger
- Invoice Preparation
- Payroll
- Time and Expense Tracking



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OWNERS WITH LIMITED ACCOUNTING KNOWLEDGE CAN CONCENTRATE ON THE CORE OF THEIR BUSINESS. WHILE WE MEET YOUR BOOKKEEPING NEEDS.

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INCOME TAX SERVICES

WE OFFER PERSONALIZED AND
CONFIDENTIAL TAX PREPARATION
FOR INDIVIDUALS AND BUSINESSES.

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WE WORK TO MINIMIZE YOUR TAX LIABILITY AND HELP YOU RECEIVE THE REFUND YOU ARE ENTITLED TO.



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- Individual Tax Returns
- Business Tax Returns
- Electronic Filing
- Sales Tax Returns
- IRS Audit Representation
- Year-round Service

BUSINESS EVALUATION

WE HELP YOU TAKE CONTROL
OF YOUR BUSINESS AND GUIDE IT
IN THE RIGHT DIRECTION.

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