

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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[www.yourwebsitehere.com](http://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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