**{Company Name}**

*Your accounting department down the street*

***Bookkeeping, Back Office and Business Solutions***

Slider 1

**Bookkeeping Solutions**

*Imagine, no more…*

\*Tedious data entry

\*Guesswork on your current financials

\*Hassle keeping up with Accounts Receivables & Payables

\*Stress at tax time

Slider 2

**Back Office Solutions**

*Less Paperwork, More Time to Make Money*

**FACT:** Paperwork drudgery is never-ending. Don’t get

bogged down by day-to-day tasks that are essential for

business but don’t contribute to your bottom line.

Slider 3

**Business Solutions**

*Instead of slaving over your books and paperwork, you can…*

\*Grow your revenue

\*Focus on serving your customers… and attracting new ones

\*Concentrate on your core business

Get Started Today or Get Details

***All your numbers, paperwork and financial reports***

|  |  |  |  |
| --- | --- | --- | --- |
| **Organized** | **Instant Access 24/7** | **Protected** | **Accurate & Easy to Understand** |
| *in one place in tax-ready categories* | *from any computer or mobile device* | *by the same technology & encryption as on-line banking* | *for well-informed business decisions* |

***NO data entry or accounting expertise required.***

|  |  |
| --- | --- |
| **We maintain your books & back office.** | **You maintain control of your business.** |
| Day-to-Day Bookkeeping Tasks   * Invoices - *create, and mail or send electronically.* * Bills   + Issue reminders as they come due   + Route for your payment approval   + Streamline on-going bills, like utilities * Payroll * Inventory   Reconcile against your bank and credit card statements for error-proof accounting.  All your documents and transactions are stored in a secure, organized, cloud-based filing system that is automatically backed up.   * Receipts * Bills * Invoices * Contracts * Records and Business Documents * Tax forms   Prepare tax documents on an on-going basis, so there is not last minute crunch or surprises.  Generate up-to-date financial reports, including   * Profit & Loss Statement * Balance Sheet * Cash flow * Aging Receivable Reports * Quarterly Tax Estimates | Instant access to your cash flow position as of TODAY, not the last time you balanced your books.  Accounts Receivables and Accounts Payables are streamlined for fast turn-around. Your bills get paid by their due date and you’ll collect on receivables 2 to 3 times faster, as well.  Never lose a receipt or hunt through old filing cabinets (or cardboard boxes) again. Track down any document or transaction in a matter of clicks, not hours or days…or longer.  Your data, documents and dollars are protected by the same secure technology as premier banks and financial institutions.   * 256-bit SSL, the highest level of encryption * Everything is backed up daily, so your records are   + Disaster-proof   + Completely retrievable if your computer crashes * Guarded against employee theft   Tax Time is a Breeze!   * Sales and Expense transactions are categorized into IRS approved categories. * Schedule C worksheet is populated as transactions are recorded, to eliminate the guesswork and chasing down paperwork & receipts at tax time. * At tax time, all you need to do is print the report and hand it off to your accountant.   24/7 access to on-demand financial reports & real-time accounting via any computer or device connected to the internet. |

***The same dedicated service as an in-house bookkeeper,***

***at a fraction of the cost.***

**What good are spreadsheets or ledgers filled with numbers if you need an accounting degree to interpret them?**

**Shouldn’t your numbers give you more than headache?**{Company Name} translates your transactions and reports into visually appealing graphics that are easy to understand . . . giving you accurate knowledge of your company’s finances at a glance.

***Cash Flow***

*Report Example Graphic Example*

***P & L Statement***

*Statement Example Graphic Example*

***Business owners who partner with {Company Name}***

*Reduce their time spent on Bookkeeping and Back Office processes to just* ***15 minutes a day***

*Get* ***paid 2-3 times faster***

***Save up to 40%*** *on overhead, paperwork and administrative expenses*

**Learn how**

**Bookkeeping, Back Office and Business Solutions for**

Franchises Small Businesses

Medium Businesses Non-Profits

Restaurants Independent Contractors

**Regardless of what kind organization you run, if you’re like most business leaders, *Bookkeeping & back office tasks are your LEAST favorite part of owning a business.***

**Tedious &** **Time-consuming.** I feel like I’m chained to my desk.

**Stressful.** Have my invoices been paid? Is a bill overdue? Is an employee stealing from me?

**Painful.** I hate it, as much as a root canal or public speaking in my underwear.

**Out-of-control.** It’s a jumble of receipts & paperwork I hand to my accountant at Tax Time.

**%@#&\*!** I’m wasting so much valuable time on this (*bleep*) instead of with my customers, and I don’t even know if my figures are correct.

We hear you . . . loud and clear.

Hand off your bookkeeping and back office tasks to us; get more hands-on with running your business and driving your profits.

**Connect with us today!**

**About Us**

Founded in 1989, {Company Name} has been helping owners of small and medium-sized businesses reach their professional and financial goals for over 25 years. {Company Name} provides:

Off-site Bookkeeping

QuickBooks Consulting (Make this a clickable link to a QuickBooks Page)

Tax Planning & Preparation (Make this a clickable link to a Tax Planning Page)

Controllership

Owner, {Business Owner}, has over 3 decades of experience in accounting, bookkeeping, business strategy and financial management, including Advanced Certification as a QuickBooks ProAdvisor.

Conveniently located in {Name of Town}, New Jersey, {Company Name} is just a few minutes’ drive from Highway 208 and offers ample free parking. Or we are happy to come to you. {Company Name}, *your accounting department down the street.*

Advanced Certification as a QuickBooks ProAdvisor Logo

(List additional professional affiliations or chamber memberships)

**Scrolling/Rotating Testimonials** *(While these are great, do you have anyone that can provide a testimonial that is bookkeeping oriented?)*

*I needed an accountant who could talk to me in simple English, who was also knowledgeable in the overall operations of running a business . . . If I had to rate Imran Rana on a scale of 1 – 10 where 10 is superior, he would be a 12!*

*Minnie & Gile Radjevic, Cheromin Construction*

*Thanks to {Company Name}, I can now manage my business and operating costs which enables me to grow my interior design business in a healthy direction. Working with Imran Rana allows me to sleep at night.*

*Dwayne Clark, DC Design Group, Inc.*

*I’d taken courses in operating a business, but finance is not my business. {Company Name} takes care of all our accounting needs so that we can take care of operating our business and satisfying our clients.*

*Kevin Hilyer, NBC Limo*

*{Company Name} helped us incorporate our business, and set-up and train us on our QuickBooks accounting system. Imran is always willing to go the extra mile for his clients!*

*Jack Sciabica, Northeast Printing & Promotion*

*Imran Rana not only looks at our numbers, he gives advice on how to profitably operate your business, which is priceless! He networks among his client base, so working with {Company Name} means being part of larger alliance of business people.*

*Ruth Wehrman, InfoGraph Corp.*

*We’d had QuickBooks for years, but could never get it to perform like we hoped. In a matter of hours, Imran Raza had us set up with the latest version and trained us how to use QuickBooks to its fullest potential. I have recommended {Company Name} to others with complete confidence.*

*Jim DeLorenzo, Ray Mees Auto Coach*