

Service packages to grow your business

Basic Service Package

Accounts Receivable

- Daily Mail (Receivables)
- Data Entry - Accounts Receivable
- POS - Daily Down Load
- Deposits to Local Banks
- New Customer Credit Checks
- Accounts Receivable Collection
- Monthly Customer Statements

Accounts Payable

- Daily Mail (Payables)
- Data Entry - Accounts Payable
- Process & Mail Vendor Payments

Payroll

- Download from Payroll Service

Basic+ Service Package

Accounts Receivable

- Daily Mail (Receivables)
- Data Entry - Accounts Receivable
- POS - Daily Down Load
- Deposits to Local Banks
- New Customer Credit Checks
- Cash Forecast
- Accounts Receivable Collection
- Monthly Customer Statements
- Sales Tax Reports

Accounts Payable

- Daily Mail (Payables)
- Data Entry - Accounts Payable
- Cash Forecast
- Process & Mail Vendor Payments
- Bank Reconciliations
- Property Tax Reports

Payroll

- Process Payroll
- Deliver Checks / Direct Deposit
- Maintain Employee Withholdings
- Payroll Tax Deposits
- Quarterly & Annual Tax Reports
- Workman's Compensation Wage Reporting

Financial Reporting

- Asset/Depreciation Maintenance
- Prepare Balance Sheet
- Prepare Profit & Loss Statement

Premier Service Package

Accounts Receivable

- Daily Mail (Receivables)
- Data Entry - Accounts Receivable
- POS - Daily Down Load
- Deposits to Local Banks
- New Customer Credit Checks
- Cash Forecast
- Accounts Receivable Collection
- Monthly Customer Statements
- Sales Tax Reports

Accounts Payable

- Daily Mail (Payables)
- Data Entry - Accounts Payable
- Cash Forecast
- Process & Mail Vendor Payments
- Bank Reconciliations
- Property Tax Reports

Payroll

- Process Payroll
- Deliver Checks / Direct Deposit
- Maintain Employee Withholdings
- Payroll Tax Deposits
- Quarterly & Annual Tax Reports
- Workman's Compensation Wage Reporting

Financial Reporting

- Asset/Depreciation Maintenance
- Prepare Balance Sheet
- Prepare Profit & Loss Statement
 - Actual vs. Forecast
- Financial Analysis
- Management Meeting
- Business Consulting

Management Assistance

- Consult with Contractual Agreements
 - Insurance
 - Equipment
 - Financing

Personal Financial Consulting (optional)

- Home Finance
- Wealth Management
- Retirement Planning



Call us today to arrange your free consultation.

Together, we'll review your needs and determine which service package is the right fit for your business.

(480) 205-4026 or (480)694-6506