

# Outsourced Bookkeeping

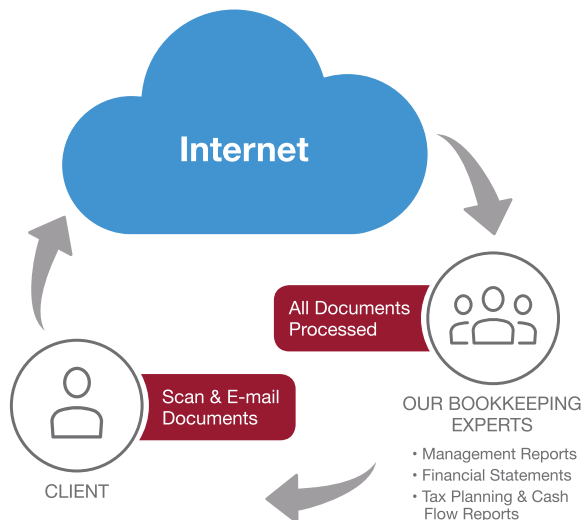
## FACT SHEET

## Let us handle your bookkeeping, while you run your business.

### What is Outsourced Bookkeeping?

We are a professional services firm dedicated to the success of small businesses, which is why we offer our Outsourced Bookkeeping service. This service is designed so that we become your internal accounting department. You turn over all your time-consuming bookkeeping tasks to us—including paying bills, recording deposits, reconciling bank accounts, and more. With our advanced technology platform, we can manage all your bookkeeping activity online. You simply send your scanned source documents to us via a secure Internet connection, email, or fax. Once received, our bookkeeping experts process your documents and then deliver all the required financial documents to you online.

You can enjoy a completely web-based process!



We handle all your bookkeeping needs within a completely digital, paperless workflow. Our web-based platform offers ultimate convenience for you.

### The Value of Outsourced Bookkeeping

The benefits to you are immense. Consider the following:

**Frees you to focus on your business,** not time-intensive administrative tasks.

**Eliminates vendor late fees**—we ensure that all your bills are paid on time.

**Saves you money** by eliminating the need for onsite staff.

**Provides assurance that all your bookkeeping needs are met**—our experts take care of everything for you.

**Offers ultimate convenience** because all documents are exchanged online.

**Ensures security of data**—processing documents within our online platform is more secure than sending documents via email.



Steven M. Ellard, CPA

# The Process is **Simple**

Everything is handled online, so you don't incur the extra costs associated with delivering paper documents or scheduling pick up of monthly reports and financial statements. Take a look at our simple process:

- When invoices and other bookkeeping documents come in to your office, either scan and upload the electronic copies to your portal, email, or fax them to us.
- Your documents are received in our office electronically.
- Our experts process all documents.
- Our experts deliver management reports, financial statements, tax planning and cash flow reports, and more to you via your portal or email.
- It's a completely paperless and convenient process!

**With our Outsourced Bookkeeping service, we become your internal accounting department—relieving you of the task and freeing you to focus on growing your business.**

## **Contact Us Today**

For more information on Outsourced Bookkeeping or other services, please contact our firm. We are happy to discuss how we can help you meet your business goals. We look forward to hearing from you.

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**Steven M. Ellard, CPA**