

## Freelancer's Bookkeeping Package How it works:

### **Step 1 – Collect**

Simply collect all of your receipts, payment records, logs, etc. and place them in the Prepaid Priority Mail Flat Rate Envelope during the month.

### **Step 2 – Send**

Drop the filled envelope into the mail after the month has ended and start using the next month's envelope.

### **Step 3 – Relax, while we do the work**

We do your bookkeeping, properly coding your revenue and expenses, and email easy to read reports to you:

- Home Office & Vehicle Expense Reports
- Asset Depreciation Schedules
- Vendor Payments Schedule (1099 Schedule)
- Profit & Loss Statement
- Balance Sheet

### **Step 4 – Quarterly & Annual Reporting**

In addition to quarterly/annual versions of the monthly reports, we will provide a CD with all of your original documents digitally imaged and indexed by month; share this with your CPA or professional tax preparer when it's time to prepare your income tax returns.

**Best of all - this fully tax-deductible service is only  
\$99.00 per month!**

## Microbusiness Bookkeeping Package

The best thing about our bookkeeping packages is that they are fully scalable. As your business grows, you will need more powerful reporting and analysis in real time. That's where our Microbusiness Bookkeeping Package comes to the rescue. You get all of the features included in the Freelancer's Package except all of your bookkeeping is done within your own QuickBooks Online Essentials account! QuickBooks Online Essentials gives you all the professional tools you need to manage your business finances anytime, anywhere. You can even add Payroll and Merchant Services! Package pricing starts at \$199 per month<sup>1</sup> – call today for your personalized quote!



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<sup>1</sup> Base price does not include one-time setup fee of \$150. Payroll service pricing varies according to number of employees and pay schedule. As an illustration, payroll for three employees paid biweekly would be an additional \$35 per month. Merchant Services subject to third-party credit approval and pricing varies.