



It's so important to keep accurate and up to date records. I offer free consultations for personal and business bookkeeping to individuals, sole proprietors and corporations. References are available for my past and current work.

Services:

- \* Bookkeeping of your business or personal activity
- \* Tax Preparation
- \* Company set-up/maintenance in Quickbooks
- \* Monthly reconciliations of bank accounts
- \* Payroll processing
- \* Accounts payable and/or receivable management
- \* Financial statement production
- \* Expense reports
- \* Mileage/fuel logs

\* Comparative charts and graphs of all types

