



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



My prices are affordable and very reasonable. I am licensed and fully insured (errors and omissions ins.). E-mail me today to get the ball rolling or call me at . You can also visit my website at www.cardinalbookkeeping.net or my Facebook page at <https://www.facebook.com/cardinalbookkeeping/> - Susan C. Chan/Cardinal Bookkeeping and Tax Service.

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