



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~~

