

# BOOKKEEPING SERVICES

Processed weekly, monthly, quarterly, or annually

Reports produced include

- account transactions
- monthly financials statements
- yearly profit and loss

To set up I will need a copy of the following:

- business online banking username and password
- business chart of accounts
- previous tax return
- expense receipts
- invoices issued

Upon review of provided documents, additional documents may be requested to ensure every expense and income is recorded and accounted for.