



YOUR BUSINESS SUPPORT OPTIONS

OFF-SITE BOOKKEEPING SERVICES

Advantages of this service:

- No Computer Software or Hardware Costs
- Automatic upgrade of accounting software to ensure compliancy with ATO reporting
- Full-time administration office available to your creditors/debtors, this assists with confidentiality issues and professionalism for your business
- Secure off-site data storage
- More cost effective than hiring a casual or part-time employee – no superannuation, annual leave or sick leave to worry about
- Reliability and Consistency
- Electronic BAS lodgement (*) via our ATO BAS Agent Portal

ON-SITE BOOKKEEPING SERVICES

Mainly for businesses who use their business software “live” ie. Use their systems on a daily basis to produce Sales Invoices, Packaging Slips or Point of Sale.

A bookkeeper will be assigned to your business to work on-site at your premises to complete the required duties; this is organized on a weekly, fortnightly or monthly basis at a time suitable to you and your business requirements.

WHAT OTHER SERVICES CAN WE OFFER YOU AND YOUR BUSINESS

- Payroll Services including Superannuation, PAYG and WorkCover
- Credit Control and Debt Management – perhaps one of the largest causes of slow business cashflow
- Supply and Install MYOB software for business set-up and provide software training
- Access to Management and/or Cost Accounting to assist with Business Growth and Development

YOUR BUSINESS – OUR SUPPORT