



The Tax Office, Inc. offers a full array of comprehensive premium bookkeeping packages tailored to meet your company's needs. Whether you're a start-up, developing, or proven business, you'll find outstanding value for a wide variety of bookkeeping, consulting, and strategic-planning services – for a single fee.

We offer three tiers of Premium Bookkeeping Packages : **ELITE • EXECUTIVE • ENTERPRISE**

Elite Package

Getting Your Data to TTO

All you will need to do is take your business documents including all credit card, vendor and cash receipts; your customer invoices, checks and deposits; copies of your bank statements, cancelled checks, credit card statements, loan statements, and scan them into your dedicated in-box files.

Or, if you prefer, for an additional charge, place your documents in postage paid envelopes that we provide, and send them to us. We will sort and scan the records to the appropriate files. Please make sure that you send only copies as we will shred all documents sent to us. We will happily provide with postage paid envelopes for future months.

BOOKEEPPING SERVICES.

- ▲ TTO will code 300 transactions including your invoices, receipts, checks and credit cards into a customized chart of accounts.
- ▲ We will process all sales and cash receipts by customer.
- ▲ We will process up to twenty five customer statements monthly.
- ▲ We will reconcile up to four separate bank or credit card accounts monthly.
- ▲ We will reconcile all other Balance Sheet Accounts other than noted above.
- ▲ You will receive the following financial reports monthly:
Profit & Loss, Balance Sheet, Statement of Cash, Accounts Receivable Aging, & Accounts Payable Aging.

FINANCIAL PERFORMANCE REVIEW. You will receive an annual comprehensive business analysis complete with industry-specific Key Performance Indicators (KPI), ratios, graphs, trend analysis, and even expectations. This report is used for business clients who want detailed financial analysis.

SUPPORT PLAN. You will receive ½ hour per month of financial discussion with your assigned Controller. Your bookkeeping questions will be answered via email by your assigned accountant. Emailed questions will be answered within 48 hours.

TECHNOLOGY BUNDLE. TTO's Technology Bundle includes dashboard access for 1 "seat" (one user at a time) for access to the following applications:

- Latest version of QuickBooks Accountant Edition
- Electronic Accounts Payable & Receivable Processing and Vendor Document Management
- Secure online document storage
- Word and Excel
- Setup and training

**Contact Us to Learn More
About Our Premium
Bookkeeping Packages**



We offer three tiers of Premium Bookkeeping Packages : **ELITE • EXECUTIVE • ENTERPRISE**

Executive Package

GETTING YOUR DATA TO TTO

All you will need to do is take your business documents including all credit card, vendor and cash receipts; your customer invoices, checks and deposits; copies of your bank statements, cancelled checks, credit card statements, loan statements, and scan them into your dedicated in-box files.

Or, if you prefer, for an additional charge, place your documents in postage paid envelopes that we provide, and send them to us. We will sort and scan the records to the appropriate files. Please make sure that you send only copies as we will shred all documents sent to us. We will happily provide with postage paid envelopes for future months.

BOOKEEPING SERVICES.

- ⌘ TTO will code 500 transactions including your invoices, receipts, checks and credit cards into a customized chart of accounts.
- ⌘ We will process all sales and cash receipts by customer.
- ⌘ We will process up to forty bills each month including proper coding to the correct accounts for you to pay.
- ⌘ We will process up to forty customer statements monthly.
- ⌘ We will reconcile up to five separate bank or credit card accounts monthly.
- ⌘ We will reconcile all other Balance Sheet Accounts other than noted above.
- ⌘ You will receive the following financial reports monthly:
Profit & Loss, Balance Sheet, Statement of Cash, Accounts Receivable Aging, & Accounts Payable Aging.

BUSINESS INTELLIGENCE SOFTWARE. The financial dashboard enables small companies to save time and money by allowing business owners to monitor key indicators, see visuals of trends and forecasts and compare performance to industry peers and annual goals.

FINANCIAL PERFORMANCE REVIEW. You will receive an annual comprehensive business analysis complete with industry-specific Key Performance Indicators (KPI), ratios, graphs, trend analysis, and even expectations. This report is used for business clients who want detailed financial analysis.

SUPPORT PLAN. You will receive 1 hour per month of financial discussion with your assigned Controller. Your bookkeeping questions will be answered via phone or email by your assigned accountant. Emailed questions will be answered within 24 hours.

TECHNOLOGY BUNDLE. TTO's Technology Bundle includes dashboard access for 1 "seat" (one user at a time) for access to the following applications:

- Latest version of QuickBooks Accountant Edition
- Electronic Accounts Payable & Receivable Processing and Vendor Document Management
- Secure online document storage
- Word and Excel
- Setup and training



We offer three tiers of Premium Bookkeeping Packages : **ELITE • EXECUTIVE • ENTERPRISE**

Enterprise Package

GETTING YOUR DATA TO TTO

All you will need to do is take your business documents including all credit card, vendor and cash receipts; your customer invoices, checks and deposits; copies of your bank statements, cancelled checks, credit card statements, loan statements, and scan them into your dedicated in-box files.

Or, if you prefer, for an additional charge, place your documents in postage paid envelopes that we provide, and send them to us. We will sort and scan the records to the appropriate files. Please make sure that you send only copies as we will shred all documents sent to us. We will happily provide with postage paid envelopes for future months.

BOOKEEPING SERVICES.

- ⌘ TTO will code 800 transactions including your invoices, receipts, checks and credit cards into a customized chart of accounts.
- ⌘ We will process all sales and cash receipts by customer.
- ⌘ We will process up to fifty bills each month including proper coding to the correct accounts for you to pay.
- ⌘ We will process up to fifty customer statements monthly.
- ⌘ We will reconcile up to six separate bank or credit card accounts monthly.
- ⌘ We will reconcile all other Balance Sheet Accounts other than noted above.
- ⌘ You will receive the following financial reports monthly:
Profit & Loss, Balance Sheet, Statement of Cash, Accounts Receivable Aging, & Accounts Payable Aging.

BUSINESS INTELLIGENCE SOFTWARE. The financial dashboard enables small companies to save time and money by allowing business owners to monitor key indicators, see visuals of trends and forecasts and compare performance to industry peers and annual goals.

FINANCIAL PERFORMANCE REVIEW. You will receive a semi-annual comprehensive business analysis complete with industry-specific Key Performance Indicators (KPI), ratios, graphs, trend analysis, and even expectations. This report is used for business clients who want detailed financial analysis. One custom financial report is also included.

SUPPORT PLAN. You will receive 1 hour per month of financial discussion with your assigned Controller. Your bookkeeping questions will be answered via phone or email by your assigned accountant. Emailed questions will be answered the same day.

TECHNOLOGY BUNDLE. TTO's Technology Bundle includes dashboard access for 1 "seat" (one user at a time) for access to the following applications:

- Latest version of QuickBooks Accountant Edition
- Electronic Accounts Payable & Receivable Processing and Vendor Document Management
- Secure online document storage
- Word and Excel
- Setup and training



The Final Piece of the Puzzle...

Which Premium Bookkeeping Package is Right For You?

See Website For Further Details

PREMIUM BOOKKEEPING COMPARISON			
Services	Elite	Executive	Enterprise
Monthly Transactions	300	500	800
Bank and Credit Card Accounts	4	5	6
Sales & Cash Receipts Processing	By Customer	By Customer	By Customer
Monthly Reports	Profit & Loss Balance Sheet Statement of Cash Accounts Payable Accounts Receivable	Profit & Loss Balance Sheet Statement of Cash Accounts Payable Accounts Receivable	Profit & Loss Balance Sheet Statement of Cash Accounts Payable Accounts Receivable One Custom Report
Support	48 Hour Response	24 Hour Response	Same Day Response
Performance Review	Annually	Annually	Semi-Annually
Business Advisor Package	Controller	CFO	CFO Plus
Technology Bundle	Cloud	Cloud	Cloud
Accounts Payable Processing	25 Bills	40 Bills	50 Bills

Fees based on a Calendar or Fiscal Year End. If starting in any month other than the beginning of your corporate year, see Terms of Agreement for Instructions.

Special Promotion for Qualifying Buyers: Save on Setup fees: Call 916-773-7053 to learn about this special promotion*.

If Fees are Paid on an Annual Basis all Setup Fees Will be Waived*.
This promotion is for clients who sign up for a one year commitment and pay in advance.*

"Best For" Accrual Basis After The Fact or Real Time Bookkeeping Needs