



The Tax Office, Inc. offers a full array of basic 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 Basic Bookkeeping Packages : **ESSENTIALS • EMERGING • ESTABLISHED**

Essentials Package

The Tax Office, Inc. (TTO) Essentials Bookkeeping Package is designed for the starting business. You want to make sure you have a strong bookkeeping foundation so while you work on your business you will have the comfort of knowing you are compliant with Federal and State Tax authorities. As your business prospers and grows, we will be there for you, adding any additional services as you need them.

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 150 transactions including your invoices, receipts, checks and credit cards into a standard chart of accounts.
- ⤴ All sales, deposits and expenses will be batch processed.
- ⤴ We will reconcile up to two 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.

SUPPORT PLAN. Your bookkeeping questions will be answered via email by your assigned accountant. Emailed questions will be answered within 48 hours.

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



The Final Piece of the Puzzle...



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Emerging Package

The Tax Office, Inc. (TTO) Emerging Bookkeeping Package is designed for the growing business. Now that your company is growing you find yourself needing a more robust bookkeeping system. TTO is ready to assist, and help you manage your increased bookkeeping needs.

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 shred all documents sent to us. We will happily provide you with additional postage paid envelopes for future months.

BOOKKEEPING SERVICES.

- ⌘ TTO will code 250 transactions including your invoices, receipts, checks and credit cards into a standard chart of accounts.
- ⌘ All sales, deposits and expenses will be batch processed.
- ⌘ We will reconcile up to three 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.

SUPPORT PLAN. Your bookkeeping questions will be answered via email by your assigned accountant. Emailed questions will be answered within 48 hours.



We offer three tiers of Basic Bookkeeping Packages : **ESSENTIALS • EMERGING • ESTABLISHED**

Established Package

The Tax Office, Inc. (TTO) Established Bookkeeping Package is designed for the established business. Now that your company is secure, you find yourself needing not only bookkeeping help but advice from a management position. Help interpreting those financial reports, help with determining the right product mix, putting together a budget or forecast and what about that tax liability? TTO is ready to assist, and help you manage your financial department.

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 shred all documents sent to us. We will happily provide you with additional postage paid envelopes for future months.

BOOKKEEPING SERVICES.

- ⤴ TTO will code 500 transactions including your invoices, receipts, checks and credit cards into a standard chart of accounts.
- ⤴ All sales, deposits and expenses will be batch processed.
- ⤴ 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.

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.



Which Bookkeeping Package is Right for You?

See Website for Further Details

BASIC BOOKKEEPING COMPARISON			
Services	Essential	Emerging	Established
Monthly Transactions	150	250	500
Bank and Credit Card Accounts	2	3	4
Sales & Cash Receipts Processing	Batch	Batch	Batch
Monthly Reports	Profit & Loss, Balance Sheet Stmt of Cash	Profit & Loss, Balance Sheet Stmt of Cash	Profit & Loss, Balance Sheet Stmt of Cash
Support	48 Hour Response	48 Hour Response	48 Hour Response
Performance Review			Annually
Business Advisor			½ Hour Monthly

Fees Based on a Calendar Year. If Starting in Any Month Other Than January, See Terms of Agreement for Instructions.

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

"Best For" Cash Basis ATF Bookkeeping Needs.

