

# SERVICES:

**Bookkeeping**

**QuickBooks**

**Payroll Taxes**

**CTEC 20hr Renewal**

**Business Taxes**

**Personal Taxes**

**Web Design**

**Notary**



**Seeking P/T help:**

Bookkeepers  
Office Assistant  
Data Entry Clerk  
Web Designers  
Quickbooks Trainers

send resume to [info@flatratebookkeeping.com](mailto:info@flatratebookkeeping.com)

**\*3 Hour  
Quickbooks Training**

**\$69**

**\*1 Day Website**

**\$79**

Specials valid thru 6/30/2014

\*Restrictions apply

**Flat Rate Bookkeeping & Taxes**

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**small business**

**BOOKKEEPING**

## WHY BOOKKEEPING?

If you are a small business that is making money then you should track what you earn and what you spend, thus bookkeeping. Either you do the bookkeeping yourself which means you either manually write down everything you earn and buy (yuk!) or you enter the information into a computer. In order to use the computer for your bookkeeping you need a program such as Quickbooks or Microsoft Money.

There are other programs, but Quickbooks is the most popular while Money is the easiest and it's free.

If you use a program to do your bookkeeping you will know how much you've spent on rent, utilities, payroll (if any), plumber, electrician, school, office supplies, gasoline, materials, repairs etc. along with who owes you money and how much they've paid and much more! The whole goal is to take all your bank accounts, credit card accounts, investments accounts, your customer payments and bring all the information together so you can see everything usually on one or two pages and that's what we do.

**Brush up on your bookkeeping** - Either we can show you how to brush up on your own bookkeeping or you can do all your data entry and then we make sure everything is correct. That means verifying everything that has gone through your accounts.

## SMALL BUSINESS TAXES

Sole proprietors, LLC's or S Corp's we can assist you with your business taxes, however if you already have someone that



does your taxes, we can assist you with your bookkeeping to prepare you for your taxes or even better if you got the knack for numbers we can show you how to do your own Federal and State business taxes.



## PERSONAL TAXES

Let us show you how to do your own taxes! Taxes aren't going anywhere only higher! So you might as well learn how to do them. If you find that you are not interested in learning how to prepare your own taxes by all means we can do the taxes for you!



## PAYROLL & PAYROLL TAXES

*(Forms W2, W4, 1099, 941, DE88)*

You don't know what these forms are? If you got employees you should. We can provide payroll for you or show you or your bookkeeper how to process payroll and pay payroll taxes. ADP, Paychex, Intuit and other payroll programs can do your payroll for you and that's ok. In house payroll is ok too if you know how to process your own payroll and taxes. Send us your bookkeeper and we'll train him/her in 4 to 8 hours.



## QUICKBOOKS CLOUD

If you want to increase your value as an employee or independent bookkeeper you might want to consider Quickbooks Cloud Training which will enable you to do bookkeeping online. There are a few bugs but no doubt in the very near future most bookkeeping will be done on-line and QuickBooks Cloud is the number one leader in the field.



***\*Flat Rate Bookkeeping is not a school and we offer a completion certificate for training only.***

## QUICKBOOKS CRASH COURSE

If you know Quickbooks already and need to brush up for a job interview or you have a business and want to brush up, come on by or go on line and take our Quickbooks Crash Course. We offer tests and general information to get you up and going.

## AUDITING

If you want to know if your bookkeeper or accountant is doing their job or stealing from you, hire us and we will audit your books. To audit your books means we will verify certain information as real and inform you confidentially of our results. We can work after business hours.

## CTEC CONTINUING EDUCATION

If you are a tax pro and you need to renew your 20 hours annually you can take our test on line for only \$25 including certificate.

## WEB DESIGN & HOSTING

We offer 3 day web design. Have your business website up and running in 1 day. We also have basic web design training. We can show you how to set up and maintain a website for your business.

## SCAN, BACKUP & SHRED

If it's time to clean out your old file cabinets or just get organized it might be time to toss out old paper work. Let us scan, back up and shred old documents or show you how.

**NOTARY Appointment only**  
**Teresa Orejel 661.733.9523**