

## Focus on Growing Your Business or Ministry

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- Small business owners
- Independent contractors
- Freelancers
- Self-employed
- Small Non-Profits

Proper bookkeeping is *vital* to the survival of your business, but keeping books by hand or with an Excel spreadsheet can be time consuming. I use QuickBooks (desktop or online) to provide you with the best available in today's market!

**Saldaña's Tax Service** makes bookkeeping less of a chore for you, freeing up your time so you can concentrate on what's important for growth.



## Allow us to Focus on Your Books

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As a small business owner, I understand the intricacies of running a business. I also have many, many years of working with non-profits.

### My mission

Is to help you meet your goals and objectives for your business and/or free up time for you to concentrate on your ministry.



### Saldaña's Tax Service, LLC

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PO Box 760623  
San Antonio, TX 78245-0623

Phone: 210-607-9613  
Fax: 210-610-5059  
rachel@saldanastaxandbookkeepingservice.com

# FOCUS on your BUSINESS not your BOOKS



SALDAÑA'S TAX SERVICE, LLC.

*"We worry about your books so  
you don't have to!"*



## MY COMMITMENT

I understand you are busy and your time is better spent working in your business. I also understand the need to keep good records.

I can help. I will pay close attention to what you need and deliver services that match those needs. Above all, my goal is to exceed your expectations!

Review the information provided in this brochure and call or email me if you have questions.

## SERVICES

The following bookkeeping services are provided:

- ◆ Custom Chart of Accounts
- ◆ Invoicing and/or Billing
- ◆ General Journal Entries
- ◆ Cash Reconciliations
- ◆ Bank Reconciliation
- ◆ Financial Statement Preparation

## OTHER SERVICES

\*W2/1099-MISC Preparation & e-Filing

\*Payroll Services

\*Quarterly Tax Preparation & Reporting

\*Income Tax Preparation

Notary Services

Financial Coaching

Consultations

\*Can be bundled with bookkeeping services for better pricing or done separately / individually

***¡Se Hable Español!***

## PRICING

Every client has similar but different needs. That's why we will schedule an appointment to discuss your unique needs and agree on how we can serve you. You will then be presented with a fixed price agreement that details what was agreed upon and the value I bring to your organization or ministry.

Bookkeeping services start at \$75 per month.

Payroll services will vary depending on the number of employees and whether Quarterly/Annual Reporting will be performed automatically or manually.

Pricing for other services vary depending on the type of service. Call or message the office so we can talk about these items. I work in a Virtual Office so it doesn't matter where you live. We can communicate via phone, email or a virtual meeting using tools like Zoom