

Draft front page copy – bookkeeping

No one goes into business for the paperwork – and yet you can't do business without it. Ignore it and it piles up into mountains. The quarterly BAS becomes a nightmare and unpaid invoices can begin to threaten homes and marriages, not just bank balances.

We'll help get your bookwork sorted out – and support you so that you can keep it that way. We'll help you install the tools and systems that fit the way YOU work, whether you use a shoe box or a smart phone.

We're here to do the administration work that you need done – so you can get out there and get on with doing good business.

We work face-to-face with you on your turf to take you step by practical step through the process of 'getting sorted'. Whether your kitchen table is hidden under a sea of paperwork, you're way behind on your taxes, or you're battling to get big customers to pay your invoices, there IS a way forward. We'll get you back on track – without costing the earth or making your life more complicated.

You'll end up knowing "I can handle this stuff!" We free you up to be the power in your business.

<<Here's what our customers say about us>>.

If you need to get your business administration working better, here are some of the ways that we can help:

We can do your basic bookwork (or train you up)	So that	You know what you've made, what you owe and what you're owed
We can manage your accounts and customers	So that	You get paid what's owed to you when it's due (and you can sleep at night)
We can organise your tax data and processes	So that	You're up to date – and you know your next BAS payment is covered
We can organise your payroll and timekeeping	So that	Your people are happy, your costings are accurate and you make money
We can manage your OHS/EHS, SWMS and JSAs	So that	You don't have to worry about inspections or insurance
We can setup your phone system	So that	You don't lose calls and the work that goes with them
We can organise your quotes and estimates	So that	You make good money on the work you do
We can organise your accounting (and your accountant)	So that	The fees you pay are reasonable, not ridiculous

(There's lots more we can do, but you get the idea. If it's about paperwork and processes we've probably done it – from boardroom minutes to stationery purchasing.)

Does your bookwork need a spring clean? Call us NOW....