

Here's what we do!

1. Install a system -- individually designed and programmed for your business.
2. Furnish basic supplies.
3. Show you what to give us -- so simple it can be done in a few minutes a day.
4. From the complete records maintained by us ...

Here's what you receive!

Double entry: Balance Sheet - Statement of Income (complete percentage control) - General Ledger - Check Register - Bank Account Reconciliation - Monthly Payroll Journal

Single entry: Monthly Statement of Income (complete percentages) - General Ledger - Monthly Payroll Journal - Check Listing (optional)

In addition, all double and single entry clients receive:

1. State and city sales tax reports, as required
2. Federal and state payroll reports, as required
3. Federal and state tax deposits, as required
4. Worker's Compensation Insurance reports, as required
5. W-2 forms for distribution to your employees (additional fee)
6. County assessor (personal property tax) reports (optional)
7. A complete discussion of your business management problems in our office
8. Timely, informative newsletters

We're at your service!



BOOKKEEPERS
BUSINESS SERVICE CO.

8230 E. Broadway, Suite W3
Tucson, Arizona 85710-4002
Phone: (520) 546-8230
Fax: (520) 546-8318
www.bookkeeperstucson.com



*For the
forward
thinking
business
person*

Whether your business is a
**sole proprietorship
partnership
corporation**
limited liability company

Bookkeepers Business Service
through our years of experience
can fill all your business requirements
with a comprehensive
bookkeeping system

BOOKKEEPERS
BUSINESS SERVICE CO.
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Starting a new business?

We can help! New business owners face a myriad of laws and regulations which directly affect their business. Being unaware of these laws and regulations, along with the lack of an accurate bookkeeping system, can be a major handicap and even the cause of business failure.

We at Bookkeepers Business Service offer a modern, computerized system of recordkeeping and tax preparation, individually designed and programmed for your business. Our system conforms to all federal and state recordkeeping requirements and provides you with timely, accurate financial information essential to the efficient management of your business.

Are you aware?

Tax reports and licenses - As a business owner, you will be responsible for keeping operating licenses current and for timely report filing and payment of applicable taxes.

Employees - If an employer-employee relationship exists in your business (regardless of whether pay is measured by hourly rate, salary or commission), the withholding and depositing of payroll taxes, as well as filing of information returns, will be required.

Self-employment - If you are self-employed, you will be required to monitor your taxable income and pay your federal and state income taxes, as well as self-employment tax, via the quarterly estimated tax method.

Legitimate business expenses - Many business people who keep their own books overlook the deduction of legitimate business expenses. When this happens, the owner pays an excessive amount of taxes. Bookkeepers Business Service will help to keep you informed so as to minimize your tax liabilities.

Non-legitimate business expenses - Many business people who keep their own books mishandle or erroneously take business expenses they will not be allowed in the case of an audit. When this happens, the owner faces the loss of deductions as well as potential penalties. Bookkeepers Business Service will help to keep you informed so you can minimize your exposure to the loss of deductions and penalties.

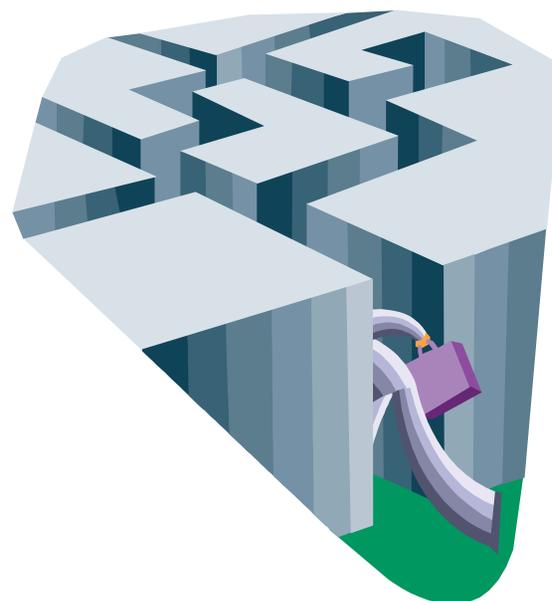
Currently operating a business?

We can help! As a business owner, you are probably aware of the recordkeeping and reporting requirements that you face in operating your specific business, and more than likely you have some system for dealing with these requirements. Whether you keep your own records or use a professional service, you should periodically assess your recordkeeping system. Here are some questions which will help you in this assessment:

1. Is your current system in compliance with recent legislative changes which may affect your business?
2. Is your current system effective in providing a sufficient management tool with which to aid in maximizing profits and minimizing tax liabilities?
3. Is your current system cost effective in terms of time and money spent in compiling your bookkeeping data?
4. Does your current system provide professional, timely and accurate statements for presentation to lending institutions, prospective buyers and others when your need arises?

If you answer "no" to any of these questions, you should give us a call!

Bookkeepers Business Service will provide you with a modern, computerized system of recordkeeping and report preparation which is in compliance with all levels of governmental regulation. In addition, we offer personal attention to the individual needs of you and your business. All this at reasonable rates!



"We help you thrive in the maze of financial & tax records"