

Admin Services & Virtual Office Assistant

Need Occasional Help? Don't Want to hire? Our Admin Services can Help!

We work in your office or remotely—you choose!

Services include:

Data entry

Filing

Bill payment

Accounts receivable

Other admin tasks as needed

Services & Pricing

Prices start at \$15/hr Contact us TODAY for More Details!

Business Services—Bookkeeping

Quickbooks Accounting Services

If you are a new business or just need to get organized, we can help!

Services & Pricing

Business/Account Setup in Quickbooks: \$30/hr

Data Entry and Account Reporting/Reconciliation: \$20/hr

(Includes monthly/Quarterly/end of Year Reports)

Training: \$30/hr

Details

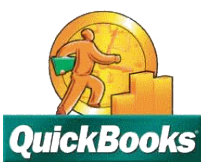
Must Own a Registered Copy of Quickbooks

No Long-term Contract

Guaranteed Accuracy*

Fast, Expert Service

*Guarantee based on receipt of accurate information from client



Contact us TODAY for More Details!