



Silver Valley Accounting, LLC

Stephanie Swainston

Cell Phone:(208)783-2890

steph@silvervalleyaccounting.com

www.silvervalleyaccounting.com

Services Provided

(Pick and choose what works for you!)

Bookkeeping Services

Are you ready to get rid of the headache of doing your books? I can help keep your accounts categorized and balanced so you can relax and focus on growing your business.

- **Accurate Books:** I will keep your accounts categorized and balanced so you can relax and focus on growing your business.
- **Financials:** I will deliver a month end package emailed to you with your financials and custom reports, allowing you the necessary financial tracking to help guide you on decisions for your business.
- **Support:** All questions are welcome and encouraged. All questions asked via phone call or email will be answered as soon as possible.

QuickBooks Services

Do you already use QuickBooks Online or Desktop and need help setting up new accounts? Are you doing your books on paper or a spreadsheet?

- **Current QuickBooks User:** If you are an existing QuickBooks Customer, I can help you correctly add and categorize your accounts within QuickBooks. This can be a one-time thing, or longer. I bill by the hour, so use me when you need me.
- **QuickBooks Setup needed:** If you are wanting to get setup with a new bookkeeping system, I can recommend and get you setup with the QuickBooks Online or QuickBooks Desktop for your business. This includes a custom Chart of Accounts, connection to your bank, and other tailored services.
- **QuickBooks Training Services:** If you are using QuickBooks and need some hands-on training for yourself or staff members; this is my favorite! I can do it over the phone/internet, or in person (if you live locally).

Catch Up/Clean Up

Has it been months (or years) since you've done your books? I can help! Let me dive in, fix any mistakes, and get your books caught up to date.

Referral

Do you need a CPA or tax agent? I have access to a network of top professionals that I can provide a referral to.

Cost

I charge \$35 per hour, or I can set-up a monthly rate for you, so you know what the cost will be each month.