



## Silver Valley Accounting, LLC

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### 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 \$50 per hour, or I can set up a monthly rate for you, so you know what the cost will be each month.