Our Services:

Bookkeeping:

From Household finances, Small Business, to Non-Profits we offer bookkeeping services through QuickBooks online.

Payroll:

Don't have time to run payroll, we can do it for you: Weekly, bi-weekly, bi-monthly or monthly it is all about what fits your needs best!. (Must be a Bookkeeping Client)

Training

Don't need a full-time bookkeeper, but want to learn the ins and outs of QuickBooks bookkeeping we offer one on one training on how to use QuickBooks online and get started.

Notary:

We offer in on and offsite Notary services.

Organization:

Just getting started, and need help setting up your new office and filing system . We are here to guide you!

Administrative Support:

Need help with Administrative task, we can help. From creating documents & Presentations to answering phones.

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Our Little Peace of Mind, Inc.

Bookkeeping with a personal touch,

10134 Hammerly Blvd, Ste 144
Houston, TX 77080

info@ourlittlepeaceofmind.com

www.ourlittlepeaceofmind.com

OUR LITTLE PEACE OF MIND, INC.

Bookkeeping with a personal touch!

Financial & Administrative Services

QUICKBOOK TRAINING	BOOKKEEPING
ADMIN SUPPORT	ORGANIZATION
PAYROLL	NOTARY

Contact Us today!

TEXT OR CALL

FREE Quote

(832) 795- 3810

ABOUT US:

Our Little Peace of Mind, Inc. is a small company that specializes in Household, Small Business and Nonprofit bookkeeping and administrative services.

We pride ourselves on giving every client the one on one attention they deserve.

We provide individual solutions to Bookkeeping, Administrative Assistance, Training and Organization.

All our employees are HIPPA Trained, Background Checked and Bonded.

Enough about us, because at Peace of Mind it is all about your needs!



STARTING PRICES

Household Bookkeeping: $175 a Year

Organize your finances, bills and income all in one place. Includes the cost of QuickBooks. Includes 2 1- hour training sessions.

Business Bookkeeping: $100 a Month

Organize your business and get the reports you need with help from one of our consultants. Includes QuickBook Simple Start.

QUICKBOOKS Training: $25 per Session

Just want to learn the ends and outs of QB, then consider a one on one training 1-Hour session with one of our consultants. (Must either purchase or already subscrie to QB online.

Notary: $9 per Signature

We offer both onsite and offsite Notary services, need us to come to you just pay an additional $10 for a trip fee. Additional signatures in the same setting discounted.

Administrative Support: $100 per Month

Does your business need an Admin to help create marketing material, presentations or general admin duties like checking email or posting on social media. We got you our starting package is 5 hours a month with an additional $17.50 per hour after.

OFFICE Organization: $20 per Hour

Need help organizing your office, need a filing system that works for you we can come to you with in a 15 mile radius. outside of that pay an additional $10.00 trip charge per session. (Cost of Supplies not included)

Free Online Consultation:

We offer a free 45 minute online consultation via zoom to discuss your needs. If you would rather us come to you, we offer a 1-hour consultation for $30.00.

Additional Questions?

Don't hesitate to call or text us! Custom built packages avaliable, as well as Multi Package discounts.