



BRIGHT BOOKKEEPING — SERVICES —

Monthly Bookkeeping Services

Invoicing	Accounts Payable/Receivable
Bill Pay	Cash Position Report
Sales Tax Filing	Balance Sheet
Bank Reconciliation	Income Statement
Credit Card Management	
Payroll	

Administrative Services

Collection Correspondence	Data Entry
Record Retention	

Special Services

Inventory	Notary	QuickBooks Account Setup
Support for CPA		End of Year Cleanup
Prepare 1099's/W2's		Individual Income Taxes

COVERED BY PROFESSIONAL LIABILITY & CYBER INSURANCE

WEBSITE: Brightbookkeepingservesus.com