

DOWNTYME MANAGEMENT

Faith - Filled finances for a legacy that lasts.

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www.downtymemanagement.com

BOOK KEEPING SERVICES

Basic Bookkeeping

Starting at \$300 - Ideal for entrepreneur or small businesses with under 50 monthly transactions includes:

- Monthly bank & credit card reconciliations
- Categorized income & expenses
- Monthly financial summary

Standard Bookkeeping + AP or AR

Starting at \$450 /month - For businesses needing accounts payable or receivable managed

- Everything in Basic
- Bill payment or invoicing support
- Up to 150 transactions /month
- Monthly Report Packages

PREMIUM BOOKKEEPING + AP + ADVISORY

Starting at \$650/month - For growing businesses with more complex needs

- Everything in standard
- AP + AR management
- Budgeting help

Payment & Policies

Accepted payment methods

- PayPal / Venmo / invoice via email
 - \$40 fee for late cancelations or no-show
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How to Book

Email at finance@downtymemangement.com or phone (779) 351 - 9874