

## We are more than just bookkeepers...

At BookkeepingRelief, we understand the day-to-day dynamics that impact small business and home-based entrepreneurs.

### We can bring you relief.

Our managing principal is an experienced small business owner with over 20 years of hands-on business analysis and process design. Her talent with numbers and a passion for organization are vital skills that have earned the trust of our clients.

We also have a strong background in information technology consulting which means we can design processes that are easy to use, save you time and money, as well as improve communications.

Our clients will tell you that when you retain our expert help for your bookkeeping, payroll, and business support needs, you have selected a trustworthy and dependable resource who will evaluate your processes to ensure that you have the most efficient and error-free systems in place to achieve your success.



We invite you to visit our website at [bookkeeping-relief.com](http://bookkeeping-relief.com) to learn more or call us for a **FREE** consultation: **614.753.4784**

## What our clients are saying about BookkeepingRelief...

“I love accounting now because you’ve shown me which reports to study and how to interpret the numbers, and now I understand the power of the information so much better. Thank you!”

-Yana Schottenstein, Access 2 Interpreters

“I am so glad I found you, can’t wait for you to get me on the right track!”

- Pat Myers, P. A. Myers & Co.

“So I went to grab one of your pieces of work you put together for us for a new client and I just wanted to tell you again, that you ROCK!! Thanks Again!”

-Chip Heberden, Netlink, Inc.



**BookkeepingRelief™**

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**BookkeepingRelief™**

**Solutions**  
that empower  
your success!



# We are ready to help you achieve success.

## How We Can Help

Bookkeeping can be overwhelming. We offer four solutions for our clients:

### 1. Full-service Bookkeeping Package:

We will design a plan to complete your daily financial record-keeping tasks as well as your month-end closing tasks.

### 2. Customized Services Packages:

We can tailor our services to meet the exclusive needs of your business.

### 3. Special Projects:

BookkeepingRelief offers a diverse set of added value solutions for even the most sensitive projects.

### 4. Hourly Support:

We find that sometimes it is best to start with a simple assignment. Our rates are very affordable and commensurate with our expertise.



# Bookkeeping and Payroll Services... Made Simple!

## Small Business

We truly believe information is power. If you are a small business owner who is trying to grow your business AND do your own bookkeeping, think again about letting this major source of power slip through your hands. We call it the high cost of saving money and we think you might agree.

## Working Professionals

More and more business people are finding themselves working from home, even starting their own home-based business. Good systems and processes are critically important in this environment, given that no one may be holding you accountable, except yourself.

## Retirees & Households

In these tough economic times, good budget design and expense tracking are critically important. If you have found yourself wondering if there is an organized way to handle household finances, we're here to tell you that there is, and we can show you the way.

## Our Services

### Bookkeeping Services

- QuickBooks Initial Company Setup
- QuickBooks Company File In-Depth Restructuring
- Customer and Job Maintenance
- Billing - Invoice and Statement Generation
- Vendor Maintenance and Purchase Orders
- Time Tracking Integration for Employees/Contractors
- Inventory Control Setup and Maintenance
- Bank, Credit Card and Loan Account Reconciliation
- Receipt Entry and Bill Pay
- Financial Report Preparation
- Weekly, Monthly, or Quarterly Review & Balance of Books
- Accountant Liaison & Collaboration

### Payroll Services

- Complete Payroll Processing
- Setup and Maintenance of Direct Deposit Services
- Time Tracker Implementation & Integration
- Support of Time Tracker Plug-In for Outlook
- Job-Costing Analysis
- New Employee Setup
- Review and Entry of Time Sheets
- Payroll Report Filing and Annual Preparation/Filing of 1099, W2 and Others

### Value Added Services

- Back Office Process Evaluations
- Financial Transaction Tracking Process Evaluation
- Inventory Analysis & Structure
- Time Entry and Field Process Analysis
- Electronic and Paper Filing Analysis
- And Much More!

Visit our website for a complete list of services: [www.Bookkeeping-Relief.com](http://www.Bookkeeping-Relief.com)