



Servicing Ipswich & surrounds, Lockyer Valley, Gatton, Laidley, Harrisville, Helidon, Brisbane South & Western Suburbs
FREE 1 Hour Consultation to access your needs to provide a quote

- Onsite, Offsite, No Travel Costs most areas
- Hourly from \$35 per hour , Weekly – from \$35 per week
- One Off Assistance, Setups, Weekly, Monthly, Quarterly
- BAS Preparation & Submission – extra month to submit
- End Of Year Assistance and Accountant Reports
- Fixed price packages or hourly rate to suit your budget

Our Bookkeeping services include:

- **Bookkeeping (Data Entry, Reconciliations & Filing)**
- **Accounts Payable (Creditors/Suppliers)**
- **Accounts Receivable (Debtors/Customers)**
- **Business Activity Statement (BAS) – get an extra month**
- **Fully Compliant with Current ATO Legislation**
- **Income Activity Statement (IAS) – get an extra month**
- **Payroll, PAYG, Superannuation**
- **Reports - Cash Flow, Profitability, Budgeting**
- **End of Year Accountant Reports and Liaison**

CONTACT DETAILS:

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Email: info@cobs.net.au

www.computerofficeandbookkeepingservices.com.au/

Mail: 144 Mt Forbes Road

EBENEZER, QLD 4340

Director: Christine Dixon

Certificate IV TAA

Member Australian Bookkeepers Network

MYOB Bookkeeper Partner

Reckon Bookkeeper Partner

Pure Bookkeeping System

Current Studies:

Certificate IV (Bookkeeping)

Certificate IV (Accounting)

Work in your Business
Don't get buried in your books.

FREE UP YOUR TIME TO
GROW YOUR BUSINESS

flexible solutions for
your business needs

Affiliations:



AUSTRALIAN
BOOKKEEPERS NETWORK



Making business life easier

Reckon

PROFESSIONAL
PARTNER



BOOKKEEPER

Bookkeeping Services:

- Bookkeeping (Data Entry, Reconciliations & Filing)
- Accounts Payable (Creditors/Suppliers)
- Accounts Receivable (Debtors/Customers)
- Business/Income Activity Statement (BAS)(IAS)
- Payroll, PAYG, Superannuation
- Reports - Cash Flow, Profitability, Budgeting
- Document Archiving & Secure Data Storage
- End of Year Accountant Reports
- Office Manuals

Other Services:

Training Services:

- MYOB
- QuickBooks
- MS Office
- Intro to Computing
- Internet/Email

Other:

- Secretarial Services
- Budgeting
- Business Plans
- VOIP Services
- Software Sales
- Asset Financing
- Debt Collections
- Computer Technician

COBS

COMPUTER, OFFICE & BOOK KEEPING SERVICES

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