# olsenbookkeeping.com 0412619361 - SMALL BUSINESS - INDIVIDUALS

#### KEEPING BUSINESS ON TRACK



- **✓ BOOKKEEPING SERVICES**
- ✓ ACCOUNTING SERVICES
- ✓ TAX ACCOUNTING
- ✓ ADMINISTRATION
- ✓ CUSTOMISED SERVICE
- **✓** ACCURACY GUARANTEE
- ✓ SOLE TRADER ACCOUNTING
- ✓ PARTNERSHIPS ACCOUNTING
- ✓ COMPANY ACCOUNTING
- ✓ PERSONAL CONSULTATION

## Do You Need a bookkeeper?

**Short of time?** 



**Behind in paperwork?** 



#### **BUSINESS SERVICES**







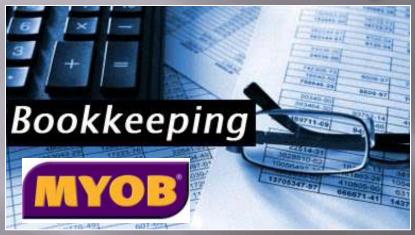






- ✓ Bookkeeping
- Accounting
- ✓ Tax Accounting
- Business Planning
- ✓ Financial Services
- ✓ Ongoing support
- Business Development
- ✓ Business Administration
- Personalised Service

## Bookkeeping Service





- ✓ MYOB Certified
- ✓ Payroll
- Accounts Payable
- ✓ Accounts Receivable
- Inventory Management
- ✓ Bank Reconciliation
- ✓ Business Record Keeping
- ✓ Job Costing
- ✓ Financial Reporting
- ✓ BAS Statements
- ✓ Diploma of Accounting

#### Accounting Services

#### YOUR CURRENT NEEDS

- Sole Trader Accounting
- Partnership Accounting
- Company Accounting
- Starting a new business
- Purchasing existing business
- Forming a partnership
- Forming a company

#### **SERVICES**

- ✓ Depreciation Schedules
- ✓ Financial Reports Analysis
- ✓ Tax Reporting BAS
- ✓ Payroll Accounting
- ✓ Inventory Accounting
- ✓ Major Asset Accounting
- ✓ Budget Forecasting

## Tax Accounting Services



- **BAS Statements**
- ✓ Goods and Services Tax
- ✓ Fringe Benefits Tax
- ✓ Payroll Tax
- √ Stamp Duty
- ✓ Super Guarantee Levy
- ✓ PAYG Withholding Tax
- ✓ Tax Document Records
- Tax Office liason

#### Business Administration







- ✓ Business Planning
- Legislation Updates
- ✓ Business Letters
- ✓ Debt Collecting
- Record Keeping
- ✓ Asset Management
- ✓ Customised Reports
- ✓ Business Research
- ✓ Business Law
- ✓ Occupation Health & Safety

### Small Business Specialists



- √ HELP Spend more time on developing your business
- **✓ HELP Keep your business on track**
- **✓ HELP Minimise impacts on your business**
- **✓** HELP Reduce business anxiety
- ✓ HELP Build business to the next level





## Performance Reports

#### FINANCIAL REPORTS

- ✓ Income Statements
- ✓ Profit and Loss Statements
- ✓ Balance Sheets
- **✓** Financial Position Statements
- ✓ Manufacturing Statements



#### **MANAGEMENT REPORTS**

- ✓ Stock to Sales reports
- ✓ Inventory reports
- ✓ Payroll Reports
- ✓ Accounts Payable reports
- ✓ Accounts Receivable reports
- Cash flow Reports
- ✓ Budgets



## Call us today for a free quote



- Best Practice Bookkeeping
- ✓ Accounting Services
- ✓ Budget Friendly Rates
- ✓ 100% satisfaction guarantee
- **✓** Help meet financial commitments
- Customised Reporting
- ✓ Financial Professionals Network
- Payroll Accounting
- √ Financial Accounting
- ✓ Management Accounting
- **✓ Depreciation Schedules** 
  - **BAS Statements**

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