

Registered BAS Agent

Reliable, quality services from highly experienced and fully qualified BAS Agent with advanced I.T. experience. Our services are fully insured and guaranteed.



MISS WIZARD

PO Box 2316
IVANHOE EAST, VIC 3079

Phone: 0466 252 519
E-mail: mw@misswizard.com.au
Web: www.misswizard.com.au

**What's the worst thing
about running your own
business?**



Paperwork!

What's the worst thing about running your own business?

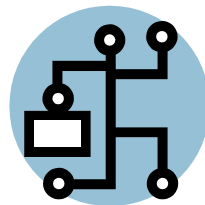


Paperwork!

- Tired of doing paperwork at night after a hard day's work?
- Is your cash flow under control?
- Sick of meeting BAS deadlines?
- Having trouble rounding up all the paperwork for tax returns?
- Had enough of large bills from the accountant?

HELP IS AT HAND...

Why not use your time for the things that add real value to your business.



Leave the book work to us and use your time for the things that really count.

SOME OF OUR SERVICES INCLUDE:

- **Invoicing**
Pass on copies of your invoices to us. We can enter them into our computer system including details of GST amounts.
- **Statements**
We can send out debtor statements with a summary to you at the end of every month.
- **Purchases & Expenses**
Purchase and expense details may be logged on a monthly basis to enable the preparation of financial reports and BAS returns.
- **Cash Flow Statements**
Cash Flow statements can be prepared which will allow you to know your exact cash position.

- **Profit / Loss Statements**
You will know your financial position at the end of every month.
- **BAS Lodgement**
We can prepare Business Activity Statements for timely lodgement.
- **Tax Information**
At the end of the financial year we can prepare a parcel of information to enable your accountant to quickly lodge your tax return.
- **Software Installation, Setup and Training**
We can convert manual accounts to computerised accounts. Further software update installation, accounting setup or training to suit your needs.

We can offer regular/irregular and on/off site services to suit your requirements. Get a free assessment now!

MISS WIZARD

PO Box 2316
IVANHOE EAST, VIC 3079

Phone: 0466 252 519
E-mail: enquiries@misswizard.com.au
Web: www.misswizard.com.au