




## **Book-keeping & Business Services**

Trianon Usher



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### **Services available:**

- Small business & sub-contractor office assistance
- ABN set-up, BAS preparation, etc.
- Bookkeeping and Office organisation
- Payroll and Accounts Administration
- Microsoft Excel / Word reporting assistance
- MYOB training & assistance
- Management Accounting reporting
- Adhoc business documentation & reporting

\*Services are offered within or outside of office hours, flexible to suit business needs as required.

ABN: 65 806 080 829

