

**Full Service Historical Bookkeeping: Level 1**

We take care of everything,

* Record all Data from source documents
* Reconcile Accounts
* Record annual Adjusting entries
* Record Shareholder Loans
* **Live Payroll prep & remittance reports**
* GST Reports & Calculation
* Scan important documents
* Filing
* Reports as requested
* Regular email updates and reminders

**Collaborative and Tech Savvy: Level 2**

(Training and co-operation essential to success)

You as a client and our bookkeeping team work

together Via QuickBooks Online to create a full

set of books.

**Independent Bookkeeping: Level 3**

(Training essential)

After Standard Set-up of your books, we give

you further tools to succeed in bookkeeping by

providing the hands on training to do data

entry & bookkeeping for your own company.

Then keep things running smoothly by calling

us with your bookkeeping questions.