

# STRATEGIC TAX GROUP

YOUR TAX PROFESSIONAL



## Bookkeeping Services with Quickbooks

### Bookkeeping Services

As a full service tax and bookkeeping firm, we are able to provide a high level of service and quality.

We offer FLAT FEE prices for clients of all sizes. Flat Fee billing keeps you from worrying. Call us today and we will customize a package for your business.

### *Accounts Payable / Cash Disbursements*

- Track and manage bills
- Write, Print, and Send payments to your vendors.
- Record manual transactions such as handwritten checks, debit card purchase, etc.
- Record credit card purchases
- Reconcile all bank accounts and credit cards

### *Accounts Receivable / Cash Receipts*

- Create invoices for you to send to customers
- Record all sales and Cash Receipts
- Track customer payments and balances due
- Record & Reconcile Credit Card payments
- Generate and send monthly account statements and collection letters
- Issue finance charges and recurring invoices

### *Financial Statements and other Reports*

- Balance Sheets, Income Statements, Statements of Operations, Profit & Loss
- Periodic management reporting
- Cash Flows, General Ledgers, Journal Entry reports, etc.
- Inventory Reporting, Customer lists, charts and graphs, etc.
- If you need to track it, we can provide a report for it

To contact Strategic Tax Group, call **972-788-1524** or email [info@strategictaxgroup.com](mailto:info@strategictaxgroup.com)  
Visit our web site at [www.strategictaxgroup.com](http://www.strategictaxgroup.com)