

PAPERWORK IN A MUDDLE? NOT ENOUGH TIME TO SORT IT? LET ME HELP YOU GET ORGANISED!

Having been self employed for over 25 years, I have always submitted my business records in a clear format ready for the accountant. My household bills, etc. are also neatly sorted and filed so that I can easily find things when I need them.

Presenting a clear inventory of your income and expenses is likely to reduce the time charged by your accountant. I can collate your documents and produce itemised lists or dedicated spreadsheets tailored to your business or home filing system.



- *Save money with my very reasonable rates.*
- *Absolute integrity and confidentiality assured.*
- *References available.*

DATE	MOTORING EXPENSES	MOBIL. PHONE
01/01/2018	£40.00	
03/01/2018		£20.00
15/01/2018		
20/01/2018	£32.50	
25/01/2018		
29/01/2018		£10.00
TOTALS	£72.50	£30.00

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