

## Accounting & Bookkeeping Services

*Giz  
Biz llc*



## FEE SCHEDULE

### BOOKKEEPING SERVICES

- **Accounts Payable** \$20.00  
Monthly Statements Per Hour  
Prepare Checks
- **Accounts Receivable** \$20.00  
Monthly Statements Per Hour  
Prepare Invoices  
Track Invoices  
Collections
- **Budgeting** \$20.00  
Per Hour
- **Financial Statements** \$20.00  
Per Hour
- **Bank Reconciliations** \$20.00  
Per Hour
- **Month End Closing & Balancing** \$20.00  
Per Hour

### NOTARY PUBLIC SERVICES

\$15.00

### CONSULTING SERVICES

- **New Business Set Up In QuickBooks** \$150.00

### TAX SERVICES

- **Individual** \$ 75.00  
Includes Federal & State
- **Schedule "A"** \$100.00  
Includes Federal & State
- **Schedule "C"** \$150.00  
Includes Federal & State

ADDITIONAL FORMS AND  
ONLINE FILINGS ARE  
CHARGED INDIVIDUALLY

### CONTACT US:

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*It is every man's obligation to put back into the world at least the equivalent of what he takes out of it.*

“Albert Einstein”

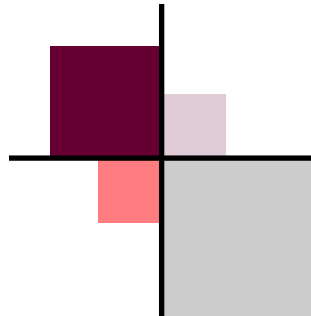
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*The secret of joy in work is contained in one word, excellence. To know how to do something well is to enjoy it.*

“Pearl S. Buck “

*Let us provide cost savings  
for your business*

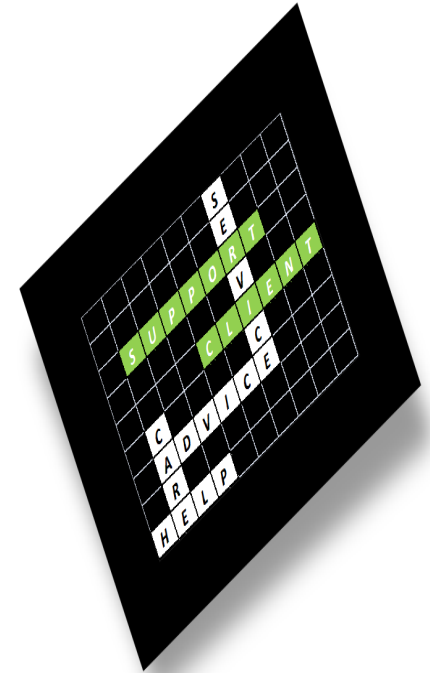
- ◆ Services tailored to your needs
- ◆ Let us handle your bookkeeping needs while you run your business
- ◆ Over 40 years of combined Experience
- ◆ Skilled in MS Word, Excel, Access PowerPoint and QuickBooks



**CONTACT US:**

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Professionally  
Performed By People  
Who Care*



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