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**Accounting, Computer
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Affiliate of Sawyer's Accounting Management

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Accounting:

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- √ General Ledger / Journals
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- √ Sales Tax and Use Tax
- √ Income Tax (individual/business)
- √ Bankruptcy Assistance
- √ New Business Start-ups
- √ IRS / State Tax Problems

Small Office Support:

- √ Office Organization & Training
- √ Bookkeeping / QuickBooks **and etc.**
- √ Accounts Receivable & Payable
- √ Check Writing & On line bill pay
- √ Computer / Software training

Secretarial Services:

- √ Office Organization
- √ Correspondence
- √ Data Entry
- √ Special Projects

Management:

- √ Business Planning / Consulting
- √ QuickBooks Training, Setup and
Record Cleanup (**2012-2018 versions**)
- √ Office Procedures / Administrative
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- √ Marketing & Website Review
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**One Stop Service
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"One phone call does it all !!!"

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Accounting & Office
Services
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and Save Costs*

Professional Organizations Membership:

- ☞ Arizona Society of Public Accountants
- ☞ National Society of Practicing
Accountants
- ☞ National Association of Tax
Professionals
- ☞ National Society of Enrolled Agents
- ☞ Minority Women Owned Business
Directory
- ☞ Accounting / Bookkeeping Associations