



Stop Doing Busy Work and Start Making Money

Frank's Bookkeeping provides on demand office and support services as well as bookkeeping services and training, so you can focus on what's important—growing your business. Whether you're a work-at-home entrepreneur, a road-warrior salesperson or somewhere in between, Frank's Bookkeeping has the space and services you need to be successful. You can choose from a variety of flexible options to meet your changing business needs.

Ask for Office Space, Get a Partner in Your Business Success

You're guaranteed to enjoy working with our friendly experienced staff at Frank's Bookkeeping, all highly qualified to support you and your business. The warm, inviting atmosphere and professional environment of the facility welcome even your most discerning clients. And if you need support with the financial aspects of your business, you can feel confident that Frank's Bookkeeping will successfully manage your books, bills and more.

Of course, an endless pot of fresh coffee doesn't hurt either!

20 Ways Frank's Bookkeeping Can Help You Today

- Hold an important meeting
- Make copies
- Send a fax
- Use a computer
- Access the Internet
- Use a printer
- Have your phone answered
- Have someone schedule your appointments
- Receive a package
- Complete a large project (e.g., a mailing)
- Manage your customer database
- Make sense of your books
- Organize your financial documents
- Liaise with your accountant
- Manage bill payments
- Get help invoicing your customers
- Make sure your ducks are in a row for payroll and sales tax
- Learn to use QuickBooks Pro
- Small classes and 50" TV monitor make training personalized and comfortable
- Network, build relationships and talk

Frank's Bookkeeping Services
40 Main Street, Suite 201 Succasunna, NJ 07876
862-251-4949 • info@franksbookkeeping.com
Open Monday—Friday 9:00 am - 5:00 pm

Call today to schedule your appointment to tour our facilities, and learn how Frank's Bookkeeping can help you, when you need it—on demand.

F FRANK'S Bookkeeping Services

Your Office.

Your Staff.

Your Money.

**On Your Terms. On Your Schedule.
On Demand.**

Office, administrative and bookkeeping support when you need it, so you can focus on growing your business.



Administrative Support

- *Your phone answered with a professional voice*
- *Appointments efficiently scheduled for you*
- *Large administrative projects completed for you on time*
- *Your customer data file maintained with accuracy*

Your Business Deserves More Than Four Walls and a Shoebox

Do you get more phone calls than you can handle each day? Do you need a professional conference room for client meetings? How about a copier that actually works? You get more than a desk when you work with Frank's Bookkeeping thanks to customized, on-demand office and support services, solutions-based bookkeeping and financial software training.

On Demand Office and Support Services

Today you need a place to hold a meeting with a prospective client. Next week you need a place to accept a package that requires a signature for delivery. Now, there is a single location staffed with professionals to help you with these common office requirements without the hefty price tags a brick-and-mortar office of your own would cost. Frank's Bookkeeping offers the physical space and administrative assistance you need, when you need it.



Office Services

- *A professional office building that represents your brand effectively*
- *Clean and private conference room to conduct your business with coffee service available when you need it*
- *All equipment and technology available for your use including Internet, copiers, printers, phones and more*
- *Ample parking for your convenience*

Bookkeeping Services and Training

Do you bring your receipts to your accountant in a shoebox? Do you have trouble keeping track of money going in and out of your business? Are you feeling overwhelmed, confused or disorganized by bills, receipts and invoices? Learn what it's like to be free of the financial paperwork burden by letting Frank's Bookkeeping handle the daily grind for you.

Bookkeeping Services

- *Paperwork organization (give us a shoebox, we'll give you organized files)*
- *Payroll and sales tax compliance*
- *Bill payments*
- *Customer invoicing*
- *Prepare books for your accountant*

QuickBooks Training

- *Training by a QuickBooks Pro Advisor*
- *Small class size*
- *Convenient class schedule*
- *Materials included*

