

# USE OUR MONTHLY BOOKKEEPING SERVICE - SELF EMPLOYED AND SMALL BUSINESS



Location

South East, West Sussex

<https://www.freeadsz.co.uk/x-473228-z>



1. Each month put all your receipts, invoices, bills and evidence of your takings into a large envelope and send it or drop it in to us. 2. We record all your records onto a cash book spreadsheet subdivided down into cost centres (Takings, Materials, Fuel, Insurance, Telephone etc). 3. We physically file all your documents into a lever arch file sub-divided into months. 4. We email/post you a report that shows you, your profit and expenses month by month. 5. END OF THE YEAR

You can now supply your accountant with accurate records saving him time and you money. 01273 956120 - [email protected] - [www.johnwitherden.co](http://www.johnwitherden.co)



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