

WE WILL DELIGHT YOU !

Your business will be brought up-to-date or maintained with:

- Efficiency
- Organisation
- Seamlessly with no stress



**GET EVERYTHING ORGANISED
AND UNDER CONTROL AGAIN**

- Software knowledge
- Computer expertise
- Accounting knowledge
- Management skills and assistance

Our team can:

- Sort through and action paper-work
- Smoothly fill-in for staff on leave
- Record financial transactions correctly
- Reconcile accounts
- Prepare and lodge Activity Statements
- Recommend and action new office procedures
- Write cheques
- Pay staff and record payroll
- Train new staff
- Prepare invoices
- Produce management reports to tell you how your business is going.

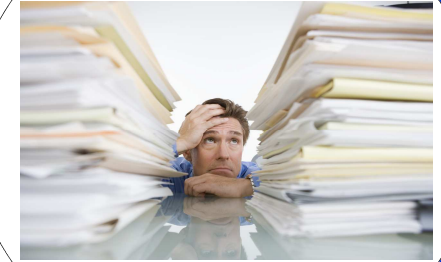
TBM Accountants

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PO Box 10167 ADELAIDE BC 5000

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BUSINESS RECOVERY SERVICE



*Total Business Management
WE WILL HELP*

**GET YOUR BUSINESS BOOKS
UP-TO-DATE AND YOUR
FINANCES UNDER CONTROL**

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LEVEL 1, 23 GREENHILL ROAD WAYVILLE SA 5034
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[KARENK@TBMACCOUNTANTS.COM.AU](mailto:karenk@tbmaccountants.com.au)

BUSINESS RECOVERY WITHOUT STRESS

If you are feeling overwhelmed and stressed by your financial records being out-of-date TBM Accountants can help you. You don't even have to be an existing client. The TBM Accountants team has helped our clients and are happy to lend their skills and knowledge to help other businesses.

If your financial records and office procedures are not up-to-date it can cripple your business cash flow and you are making important decisions blind. You may also have the ATO demanding unfulfilled compliance lodgements.



TBM can send in team members experienced and highly-skilled in Accounting as well as office administration to sort out paperwork, record financial transactions, pay bills, reconcile accounts, prepare ATO and ASIC documentation and perform other duties that may be needed urgently.

The good news is that we don't charge this service out at our normal professional charge out rates, yet due to our knowledge and efficiency we produce a superior output.

Software Knowledge

Our team are proficient in:

- All MYOB Accounting packages
- All Quicken/ Quickbooks Accounting packages
- PC Law
- Cash Flow Manager

However, our Accounting combined with IT knowledge and skills enable us to master other software packages very quickly.



Paperwork control

Team members experienced in practice management and office administration can sort through paperwork, prepare what needs to be done, get it sent out and then organise the filing or scanning of same.

Training & Supervision of Staff

1. We can also train and handover to new staff.
2. We are there to advise and guide them in the future if needed.
3. People who know how your financial and office systems work are always a phone call away.
4. We can even help you select new staff with the right skills to perform their role smoothly.



YES, PLEASE SEND HELP!

Name _____
Address _____

Phone _____

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