



Insight

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**BOOKKEEPING SERVICES**

***Accuracy & Efficiency – Your Path to Profits***

We understand that as a small business owner you have many responsibilities other than managing your company's books. Insight Bookkeeping Services takes care of the bookkeeping considerations so you can give your full attention to managing and growing your business.

Our comprehensive approach, knowledge, and experience will improve your company's financial well being. Just a few of the priorities that we achieve are timely billing and collection, and decreasing costs. We also provide the financial and project data you need to make informed, profitable decisions.

Insight Bookkeeping Services specializes in QuickBooks (Pro, Premier, and MAC editions), works off-site or by remote access, and provides full confidentiality and security. Services are available for businesses in a variety of industries throughout California.

***Bookkeeping Services***

***Full Cycle Bookkeeping Services***

- ◇ Accounts receivable and payable
- ◇ Payroll
- ◇ Job costing
- ◇ Financial and profitability reporting
- ◇ Sales, Use, Unsecured Property taxes
- ◇ Close of books for tax prep readiness
- ◇ Year end close, 1099s, tax organizer and documents

***Consulting Services***

- ◇ Establish or update bookkeeping procedures
- ◇ Set up or improve QuickBooks company file features
- ◇ Clean up data entry
- ◇ Train staff in bookkeeping procedures
- ◇ Oversight of staff's bookkeeping work

**Contact Us Today For A Free Consultation.** You'll receive customized recommendations for your company's bookkeeping. Email us or call our toll free number (888-363-2220) for a phone appointment.

**Learn More**

E-mail us your questions, or call 888-363-2220.

*Insight Bookkeeping Services, Inc. is owned and operated by Suzuko Ikusa, a Certified QuickBooks Consultant with over ten years experience as a full cycle bookkeeper. Suzuko is a graduate of San Francisco State University (magna cum laude). She is also a member of the QuickBooks Pro Advisor Program, American Institute of Professional Bookkeepers, Sleeter Group Consultants Network, and the Marin Bookkeepers Network for which she also served on the 2011-2013 Steering Committee.*

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