

NASH BUSINESS SERVICES

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BOOKKEEPING

IN ORDER TO COMPLETE YOUR BOOKKEEPING ACCURATLY AND TIMELY, WE NEED THE FOLLOWING DOCUMENTS IN THE ENVELOP ON MONTHLY BASIS ASAP.

MONTHLY
ALL BANK STATEMENTS (WRITE WITH PENCIL EACH DEPOSIT DESCRIBING INCOME, PERSONAL LOAN, REBATE, ETC.) (WRITE WITH PENCIL DESCRIPTION OF EACH DEBIT, CREDIT AND MEMO)
ALL CLEARED AND VOIDED CHECKS IN SEQUENCE (WE NEED YOU TO WRITE ON THE CHECK MEMO IN DETAILES THE TYPE OF EXPENSE EXAMPLE INSURANCE PERSONAL OR BUSINESS? CREDIT CARD SPECIFY THE % EXPENSES OF THAT BILL)
ALL CHECK STUBS IN SEQUENCE (WE NEED YOU TO WRITE ON THE CHECK MEMO IN DETAILES THE TYPE OF EXPENSE EXAMPLE INSURANCE PERSONAL OR BUSINESS? CREDIT CARD SPECIFY THE % EXPENSES OF THAT BILL)
INVOICES & BILLS PAID BY CASH CATAGORIZED STAPLED SEPRATLY BY EACH EXPENSE ALWAYS BUY WITH CHECKS? (SEE BELOW FOR EXAMPLE)
INVOICES & BILLS PAID BY CHECKS (STAPLED OR RUBER BAND ALL IN ONE BUNDLE) (SEE BELOW FOR EXAMPLE)
INVOICES & BILLS PAID BY CREDIT CARD CATAGORIZED STAPLED SEPERATLY BY EACH EXPENSE (SEE BELOW FOR EXAMPLE)
ALL GOVERMENTAL CORRESPONDANCE IRS, BOE, EDD, WORKMENS COMP. ETC.
SALES INCOME INVOICES/ REGISTER TAPES/Z'S (SHOULD MATCH THE MONTHLY BANK DEPOSIT THE REMAING IS PERSONAL LOAN, REBATE EXPLAIN)
ALL SIGNED CHECKS TO BE PAID TO GOVERNMENT IRS, BOE, W. COMP ETC
SIGNED OUR CHECKS FOR SERVICES WE RENDERED

WE HIGHLY RECOMMEND YOU TO USE THIS STAMP FOR BETTER CONTROL OF YOUR BUSINESS!

CASH	CREDIT CARD	CHECK
<p>PAID</p> <p><input checked="" type="checkbox"/> CASH <input type="checkbox"/> C/C <input type="checkbox"/> CK# _____</p> <p>DATE _____</p> <p>\$ _____</p>	<p>PAID</p> <p><input type="checkbox"/> CASH <input checked="" type="checkbox"/> C/C <input type="checkbox"/> CK# _____</p> <p>DATE _____</p> <p>\$ _____</p>	<p>PAID</p> <p><input type="checkbox"/> CASH <input type="checkbox"/> C/C <input checked="" type="checkbox"/> CK# _____</p> <p>DATE _____</p> <p>\$ _____</p>