



**THE BUSINESS BUTLERS**  
BUSINESS & ACCOUNTING CONCIERGE SERVICES

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### Fit, Form and Function

|                                    |                               |
|------------------------------------|-------------------------------|
| ✓ CPA- Certified Public Accountant | ✓ Bookkeeper/Accountant       |
| ✓ Complex Holdings                 | ✓ Cyclical financial activity |
| ✓ Real Property                    | ✓ Balance Sheet maintenance   |
| ✓ Tax Filings                      | ✓ Reporting                   |
| ✓ Tax Preparer – Think H&R Block   |                               |



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### Qualities

|                    |                         |
|--------------------|-------------------------|
| ✓ What to look for | ✓ Cost                  |
| ✓ Education        | ✓ Employee              |
| ✓ Experience       | ✓ Outsourced Bookkeeper |
| ✓ Culture          | ✓ CPA office            |



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**Services**

|                                  |                                    |
|----------------------------------|------------------------------------|
| ✓ <b>Outsource</b>               | ✓ <b>Employee</b>                  |
| ✓ Bookkeeping                    | ✓ Bookkeeping based on experience  |
| ✓ Accounting process development | ✓ Intimate knowledge of operations |
| ✓ Payroll                        | ✓ Collaboration                    |
| ✓ Coaching                       | ✓ Growth potential                 |
| ✓ Transition timing              |                                    |

  
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**Current Challenge**

✓ Not enough skilled bookkeepers

**Solutions**

|                  |                  |
|------------------|------------------|
| ✓ Do it yourself | ✓ Outsource      |
| ✓ Hire and train | ✓ Higher cost    |
| ✓ Low cost       | ✓ Need to screen |
| ✓ Time intensive | ✓ Availability   |

  
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