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| Insert Professional Picture  **Here to simplify the bookkeeping process.** **What we do:** Allow business owners to spend more time focusing on their core business by providing comprehensive bookkeeping and business consulting services. We provide the financial data and tools that allow businesses to maximize profitability and focus on growth and other areas of their business. We consider our business to be an extension of your business and look forward to the opportunity to exceed your expectations!  Let’s talk  Schedule a no-obligation consultation today |  |  | |  | | --- | | TrustworthyExperiencedReliableContact Us. Phone: 484.838.0266 Email: jason@deppnerbooks.com Web: www.deppnerbooks.com | | |  |  |  | | --- | --- | --- | |  |  | DEPPNER bOOKS & cONSULTING  Lehigh Valley, PA | | |  |  | |  | | --- | |  | | **Insert Picture (professional team)**  **Trustworthy Experienced Reliable**  **Expert bookkeeping services for small businesses** | | DEPPNER bOOKS & cONSULTING  (be more creative here) |  | | “It’s not just my business, it’s my name.” | |

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| **Services** **Full Charge Bookkeeping**  We can manage all aspects of your bookkeeping and business financials and communicate to you as much and as often as you want.  **Cash Management (Bill Pay & Invoicing) & Vendor Management**  We can handle every step from receiving bills, communicating with vendor and paying bills. We take a lot pride in helping our clients save money and one way is negotiating with vendors and finding appropriate discounts.  **Financial Statements**  Profit and Loss – Balance Sheet – Statement of Cash Flow – Industry Specific  We accurately prepare monthly, quarterly & annual financial statements in a timely manner. We also take the time to review these statements with you so that you understand the financial health of your business. |  |  | **Why Outsource Bookkeeping?**  Save Time  Save Money  Expertise  Focused Staff  Technology  Experience  **The Financial Numbers are the Heart Beat of an organization**  **The Process**  Contact Us – we like to hear from you  No-Obligation Consultation  Review Current Process – identify strengths and weaknesses  Recommend and implement new bookkeeping process  Ongoing bookkeeping partnership  Provide your company with more value and service to keep earning your business (ongoing) |  |  | Services (continued)  **Account Reconciliations**  From bank account to credit card statements to vendor statements. We reconcile all of your accounts that impact your finances.  **Professional liaison**  We will work directly with your other business partners – Bankers, CPA, Insurance, Payroll, Attorney… Need a loan? We will work directly with your banker to make the process as simple as possible. Does your CPA need some data? Let us take care of that while you continue making your customers happy.  **Business Services**   * Budget * Create Proper Financial Systems * Projections * Customized Reporting * Protection Planning * Benchmarking * Online Filing Cabinet (Paperless)   **Exit/Succession Planning**  We help you prepare your business for the next transition – planned (retirement) or unplanned (health). You’ve sacrificed to build this business (asset) we can help you transition it in the most efficient and valuable way.  Why work with Deppner Books?  Proactive  Professional |