

## OUTSOURCED BOOKKEEPING

LET US TAKE CARE OF ALL YOUR BOOKKEEPING NEEDS—  
WHILE YOU FOCUS ON GROWING YOUR BUSINESS

### Who we are...

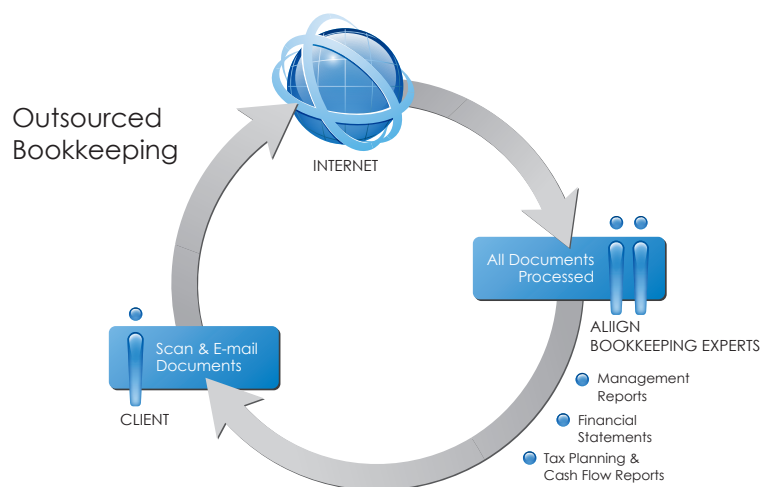
align is a professional services firm dedicated to the success of small businesses. Our flexible service offerings enable clients to take advantage of a complete accounting solution or select individual services to meet their unique business needs. We are accounting professionals, trusted advisors, and advocates for our clients. We are align.

### What we can do for you...

With our **Outsourced Bookkeeping** service, you can turn over all your time-consuming bookkeeping tasks to us—including paying bills, recording deposits, reconciling bank accounts, and more. With our advanced technology platform, we can manage all your bookkeeping activity online. You simply send your scanned source documents to us via a secure Internet connection. Once received, align experts upload your documents, process them, and then deliver all the required financial documents to you online. You will enjoy a completely web-based process!

The value of align's Outsourced Bookkeeping:

- Frees you to focus on your business, not time-intensive administrative tasks.
- Eliminates vendor late fees—we ensure that all your bills are paid on time.
- Saves you money by eliminating the need for onsite staff.
- Provides assurance that all your bookkeeping needs are met—our experts take care of everything for you.
- Offers ultimate convenience because all documents are exchanged online.
- Ensures security of data—processing documents within our online platform is more secure than sending documents via email.



We handle all your bookkeeping needs within a completely digital, paperless workflow. Our web-based platform offers ultimate convenience for you.

## THE EXPERTISE REQUIRED TO PROVIDE YOU WITH FINANCIAL PEACE OF MIND

The team at align is dedicated to your success. Combined, our professional staff has several decades of experience in public accounting. Having worked with hundreds of small businesses, our staff is highly skilled at helping clients identify and achieve their financial and business objectives. We differentiate ourselves from the competition by supporting the accelerated growth of our clients.

Our experience working with a variety of organizations has helped us hone and broaden our service offerings to meet your needs. We offer:

- Extensive experience working within national and large regional CPA firms.
- Proficiency with several software packages including QuickBooks® and Peachtree.
- QuickBooks Certified Pro Advisors on staff.
- Peachtree Certified Consultants on staff.
- Certified Payroll Professionals (CPP) accredited through the American Payroll Association on staff.
- Extensive experience coordinating third-party solutions that integrate with QuickBooks.
- Expertise with new and innovative technologies that maximize client service efficiency.

The professionals at align provide all the expertise you require under one roof—including payroll, bookkeeping, accounting, and tax preparation and planning. You need look no further than align.

## CONTACT US TODAY

For more information on our services, please contact an align professional. We are happy to discuss how align can help you meet your business goals. We look forward to hearing from you.

**VISIT OUR WEBSITE:** [www.aliign.com](http://www.aliign.com)

**CALL US:** 877-2 ALIIGN (877-225-4446)

At align, we strive to be your trusted advisor—providing you with the services and support you require to successfully operate your business.

With our Outsourced Bookkeeping service, we become your internal accounting department—relieving you of the task and freeing you to focus on growing your business.