



*Bookkeeping / Accounting
Outsourcing Solutions
For Your Unique Organization*

**Your Business
Just Got Better**

IGS-Bookkeeping
www.igsbookkeeping.com

Services with a single goal - Your Success

Operating a successful business is not easy. In order to succeed you have to manage the people and the systems in addition to delivering your service. We offer a range of services and solutions that support your unique business goals. Our solutions help eliminate some of your business problems so that you can focus on your core business and grow.



Your Benefits

Reduce Your Cost: Lower your operational cost by a min of 40%. Reduce your fixed cost and replace it by a variable cost

Increase Revenues: Focus on your core and more profitable business. We handle your repeatable, non core tasks

Expand quickly: Use our qualified resource pool to support your quick growth and gain instant advantage

Instant Workforce: Gain immediate access to a trained resource pool. Eliminate hiring and training expenses

Open your 24/7 office: Provide quick turnaround by establishing your round the clock operation, taking advantage of the time difference between our offices

Exceptional Quality: Our highly qualified and trained professionals ensure global standards are always maintained and often exceeded

Quickly ramp up: Grow your business without additional risk and investment using our fully scalable and flexible services

Stay ahead of competition: We keep track of technology advancements and deliver solutions to consistently maintain your competitive edge

Our Services

Accounting Bookkeeping

Our comprehensive bookkeeping outsourcing service includes:

- ◆ Write ups
- ◆ General ledger maintenance
- ◆ Cash flow maintenance
- ◆ Records data entry
- ◆ Bank reconciliation
- ◆ Payroll
- ◆ Invoicing
- ◆ Accounts Receivables and Payables
- ◆ Reports and Analysis
- ◆ Inventory Accounting
- ◆ Tax Preparation



Our goal is to provide you with the most recent and accurate financial information so that you can focus on your business activities. Our bookkeeping staff works only with you to prepare custom reports, processes and schedules to meet the daily challenges of operating your business.

Security of your information:

Confidentiality of your information is extremely important to us. Our security standards adhere to the Federal Reserve and HIPAA standards. All data resides at a secure server location in the USA. File transfers between your office and ours are done through a secure site, this is the same type of security you use when you do your online banking with large banks such as Citibank. Every employee is bound by confidentiality and non-disclosure agreements. Besides, our employees do not have access to printers, floppy disks, CDs, or writing medium at our operations center.

Our Difference

- ◆ Domestic offices (US and UK) enables to quickly set up the book keeping process and ensure a smooth transition
- ◆ Free trial period to check if our outsourced bookkeeping option works for you (Absolutely no-obligation)
- ◆ Typically a 12 hour turnaround time.
- ◆ Quality guaranteed by experienced professionals

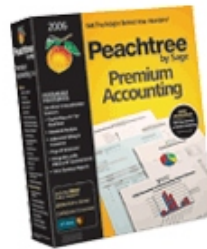
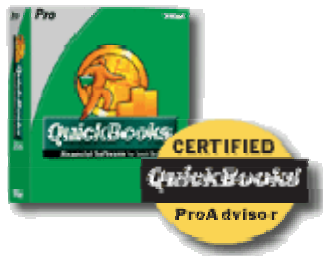
"Very professional and good to work with."

— Accounting Firm, Detroit

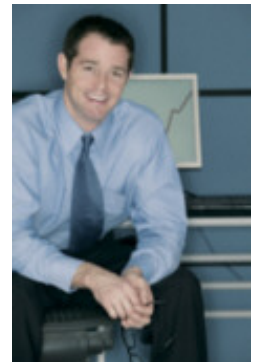
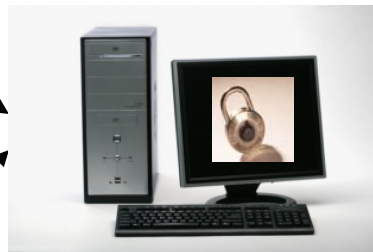
Bookkeeping Expertise and Process

Expertise

Our qualified professionals are experts in Quickbooks, Peachtree and SAGE



How our solution works.



Fax your source documents or scan and upload to our secure server located in U.S. or to your own office PC

You choose an option on how you want us to work:

- A) Login to your office PC remotely using a secure connection
- B) Do the work at our office and transfer the files to you
- C) Use an online or ASP version of the accounting software

View the updated files when you arrive at your office the next day morning.

Payroll Services

Our well qualified accountants can prepare the necessary payroll for you.

Our services include

- Time entry
- Tax preparation
- Overtime and flex time calculations
- Hourly and salary staff
- W-2 preparation
- Use any software you work with

Tax Preparation Services

We provide tax preparation services for individual returns. We can use Ultratax, Lacerte or use any other software you work with

Here are a few benefits to the Accounting Firms

Benefits to Managing Partner

Profitability

Efficiency

Accountability

Work force utilization

Benefits to Tax & Audit Partner

Improve client service

Benefits to Managers & Staff

Manage workflow overload

Maximize efficiency

Eliminate unnecessary wastage

Remove bottlenecks

Create accountability

Controlled process

Manage work schedules easily

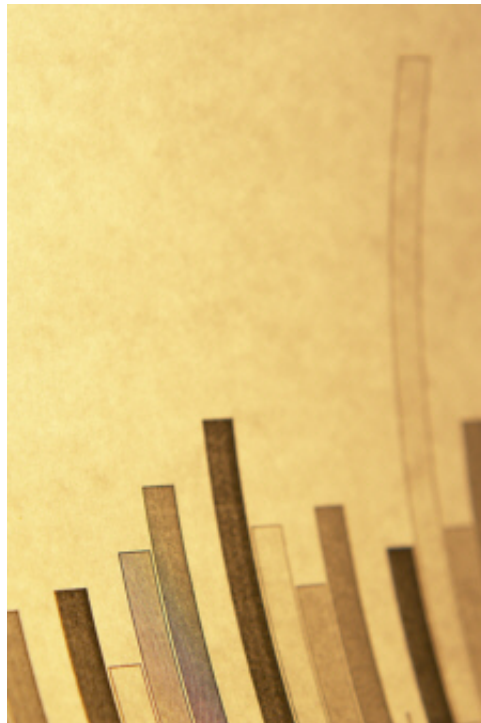
A partnership that delivers continuous value

Experience our Difference

We listen to you, adapt our services to fit your unique needs and excel in creating continuous value for your organization.

Our Value Proposition

- Deliver continuous business value
- Lower costs and improved process
- Provide services with commitment and integrity
- Accelerate time to sustained profits
- Guarantee service levels with high customer satisfaction
- Use process and technology to advantage
- Use reliable and secure infrastructure
- Provide flexible, scalable and adaptable services



- ◆ Get started with us absolutely free—No obligation
- ◆ Pay us only if are completely satisfied
- ◆ Call us today

The Team:

IGSBookkeeping is an outsourcing solutions provider with a focus on providing value to you on a consistent basis. We work with you to reduce operational costs, increase your profits and to improve business service levels using a combination of world class services and technology.

Our committed staff executes your processes to perfection and tries to exceed the service levels continuously. Senior management is has very strong experience in combining business processes and technology to provide you with consistent value.

Our service staff is experienced in the areas they work at. This helps reduce your training time and to ramp up your services quickly without additional burden. A combination of talented professionals and industry experts ensure effective and efficient delivery of solutions to clients worldwide.

Our service teams are led by professionals with significant experience in managing operations in our clients industry, supported by well educated, motivated and innovative process executives. Quality Assurance managers ensure security compliance. Our firm commitment to training with a focus on client satisfaction ensures that our people are equipped with the skills and capabilities required to manage your transaction-intensive processes.

For more information on how our services can positively impact your business, contact us at

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