

## Outsource Your Bookkeeping and Lighten Your Workload

Time spent on your bookkeeping is time you're not spending on networking, maintaining your company's customer base, and developing products and services. Bookkeeping also requires dedicated time and staff that you probably don't have, but maybe you hesitate to outsource your financial tasks.

[Entrepreneur.com](http://Entrepreneur.com) discusses several reasons why small business owners should seriously consider outsourcing these crucial tasks.

Outsourcing your bookkeeping:

1. Keeps you from spreading yourself too thin. Juggling your recordkeeping and trying to work on your business can detract from the quality of both. Outsourcing your bookkeeping removes this burden from your shoulders so you can continue to network, build your customer base, and develop products and services.
2. Keeps your company's financial records manageable. As time goes on and your business grows, the accounting and tax planning related to your business often becomes more complicated. Your professional bookkeeper will work with you to correctly categorize and record your company's financial transactions. This is especially important at tax time when organized financial records become even more essential. Your bookkeeper can work with your accountant through tax time to enter adjusting journal entries, depreciation, and anything else your accountant requires, giving you a solid start for the New Year.
3. Enables you to make better decisions and develop better strategies. With a professional bookkeeper maintaining your financial records, you'll have a better idea about the health of your company. You'll see how your expenses compare to your budget and, if necessary, make changes in your company's spending habits.

At BookKeeping Express, we want to provide you with a clear financial picture of your company's well-being so you can make better business decisions. With us, you'll have a strong team dedicated to taking care of the financial side of your business. Our certified team of bookkeepers will maintain your books and keep you informed about your accounts so you can spend your time actually running your business.

We can handle as much or as little as you want, from monthly closeouts and bank reconciliations to data entry to paying your bills. Your financial team will meet with you and help you decide exactly what services you need so that your financial records become manageable. We offer a variety of services such as:

1. Chart of accounts and general ledger set-up, working with your CPA if you have one.
2. Monthly data entry.
3. Accounts payable and accounts receivable processing and management.
4. Tax reporting and monthly reports.
5. Business consultation services.

As your virtual accounting back office, BookKeeping Express enables you to make better

business decisions by providing you with manageable financial records and a clear picture of your company's health.

Call BookKeeping Express at 703-766-6505 to find out more about how we can help you!

BookKeeping Express  
6862 Elm Street  
Suite 800  
McLean, VA 22101

[Schedule Now](#)

We look forward to hearing from you!  
-- *BookKeeping Express*



#### Business Owner

Reduce your risks and get greater control over your numbers.



#### Franchisor Express

Get consistent financial reporting from all your franchises--every month!



#### CPA Express

We handle the books so CPAs can focus on strategy.



#### QB ProAdvisor

Access to a ProAdvisor who can answer all of your QuickBooks questions and needs.

BookKeeping Express | 6862 Elm Street | (703) 766-6505 | [bstocker@bookkeepingexpress.com](mailto:bstocker@bookkeepingexpress.com)  
[www.bookkeepingexpress.com](http://www.bookkeepingexpress.com)

This message was sent to [mgreen@gcpc.com](mailto:mgreen@gcpc.com) from:

General Counsel, P.C. | 6862 Elm Street, Suite 800 | Mclean, VA 22101

Email Marketing by  
**iContact**   
try it free

[Unsubscribe](#)

[Total Control Panel](#)

[Login](#)

To: [mgreen@gcpc.com](mailto:mgreen@gcpc.com)

Message Score: 1

High (60): **Pass**

From:

My Spam Blocking Level: Custom

Medium (75): **Pass**

[bounces+322041.58548427.779881@icpbounce.com](mailto:bounces+322041.58548427.779881@icpbounce.com)

Low (90): **Pass**

[Block](#) this sender

Custom (79): **Pass**

[Block](#) icpbounce.com

*This message was delivered because the content filter score did not exceed your filter level.*