

# OUTSOURCE YOUR BOOKKEEPING and streamline your time

Does your business need help  
keeping its accounts in order?

Does your bookkeeper have the appropriate qualifications?

Are you paying too much for bookkeeping services?

Are you aware of the new legislation brought in by the Tax Practitioners Board on 1 March, 2010 and how it affects you and your business?

Secretary.com.au can offer you proficient bookkeeping and record management services by providing:

- Clear and transparent bookkeeping
- A personal service, where you can have as little or as much control as you want
- Tiered rates based on your requirements and bookkeepers experience and qualifications\*
- No minimum hours – work provided on and/or off site
- Daily, weekly, monthly or quarterly
- From simple data entry to Payroll and complete BAS services, working closely with you and your Accountant

Let us provide this service for you, stress free,  
leaving you to do what you do best – create money!

*Secretary.com.au makes it simple, saves me money  
& I recommend their services to anyone running a  
small business.”*

SEAN BEAVIS, PRINCIPAL - WIZARD HOME LOANS



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Admin at a Profit<sup>®</sup>