



officeassistants

Cherry pick a range of office services to suit your small to medium sized business.



# Service Guide



## Sole trader Bookkeeping

Keeping up with paperwork and deadlines isn't easy when you are trying to run a business on your own.

If you want to remain focused on earning money whilst having the peace of mind that you are keeping everything up to date finance-wise then our service is for you.

Here at **Office Assistants** we understand the challenges faced by sole traders and small businesses: we have been taking care of their needs for over twenty years.

You need to make sure you are claiming for everything possible so that your tax liability is minimised; you have to ensure your invoices and receipts are up to date and properly recorded. And you need to make sure vital filing and payment deadlines are not missed.

Need help? This is what we can do for you starting from £50 plus VAT per month:

-  **Issue and send invoices on your behalf**
-  **Organise your paperwork, bills and receipts**
-  **Make sure you are claiming for every possible business expense**
-  **File your tax return online-on time to avoid late fines**
-  **Prepare a Year End Accountants Pack with draft accounts to reduce accountancy fees**
-  **Keep you informed of important changes to business legislation**



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“ I was at my wits end with paperwork piling up and deadlines looming until my accountant decided enough was enough and recommended I use Office Assistants. Now I just send my paperwork off – receipts, timesheets, statements and all - in a freepost envelope to Office Assistants, leaving them to relieve the pressure whilst I concentrate on running my business.

*Julia Rhodes: JFR Community Services Ltd*



