

Bookkeeping

As a practice plan client, we can relieve you and your staff of a **considerable burden** by taking care of all your data-entry with our book-keeping services.

We will:

- Enter sales invoices provided by you
- Enter purchase invoices provided by you
- Enter details from bank statements provided by you
- Enter petty cash, credit card and mileage claims from records provided by you

For some clients, we check their bookkeeping entries and regularly reconcile the bank for their peace of mind.

Our bookkeeping service is available to Practice Plan clients and, as we are dependent on the completeness and accuracy of the information received, our involvement does not release the client from keeping accurate supporting records.

This includes records such as those showing details of individual business journeys if business mileage is claimed.

If you would like to discuss the in-house and on-site bookkeeping options available please call us today on 020 8868 2022 or email U2us@tad-as.com for a call back.

