



DAVID FIELD SERVICES

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DAVID FIELD SERVICES Bookkeeping Client Support Service 707-829-7188

Dear Financial Professional,

Do you have clients with out-of-date, chaotic, or non-existent bookkeeping systems ? OR ... do you receive calls from potential clients who need help just to get ready for a meeting with you ?

I specialize in organizing your client's business or home financial data and re-creating financial histories to generate accurate *income statements* and. *balance sheets*. I have fifteen years experience organizing local clients, many of whom mix their business and personal finances. I am excellent in handling expenses paid by cash.

- At your client's site, using their PC with Windows or Mac, I will use Quickbooks Pro or Quicken software to start getting your clients more organized. Your clients will find me highly professional and confidential with an ability to customize to their working style, strengths and weaknesses. (If they already have Quicken or Quickbooks, I can provide valuable reorganization, training and guidance or other support services.)
- I will set up a chart of accounts, sort through boxes of receipts and bank statements, input data and create a functional filing system. Your clients will be impressed by my thoroughness and attention to detail.
- Training, ongoing support and technical assistance are provided so that the client is involved and participating in their new system. Both you and your clients will be satisfied with a system that is easy to use and understand.

You can confidently use **DAVID FIELD SERVICES** as a resource for your clients. You will benefit from having time to concentrate on your areas of expertise. Your clients will ultimately save time and money while becoming more self-reliant.

Please feel free to call me. I look forward to talking with you.

Thank you.
David Field