



*The Accountant's Office*

*Your Virtual  
Accounting Office™*



*You never have  
to see a bill again!™*

**Business and Personal Bill  
Paying Services Nationwide**

*Creating unique options to  
save your money, free your time  
and secure your peace of mind!*

## *Your Virtual Accounting Office™*

*Our full spectrum of services available nationwide  
to your small business includes:*

- Accounts Receivable: Invoice your clients
- Deposit client payments to your bank account
- Receive your bills at our PO Box (except for inventory purchases)
- Accounts Payable: pay your bills online and on time
- Payroll: processing and payroll reports, free direct deposit
- Sales tracking and sales tax reports
- Reconcile balance sheet
- Generate accurate financial statements with trend reports
- Provide required data to your CPA at tax time
- Provide annual tax support CD with complete record of activity
- Special reports on request

## *Our Personal Services*

*With our "invisible" bill paying service, you never  
have to see a bill again! We will ...*

- Receive your bills at our PO box
- Pay your bills online and on time
- Monitor and reconcile your bank accounts
- Produce monthly reports for budget use
- Coordinate with your CPA and other professionals
- Provide annual tax support CD with complete record of activity

## *Optional Services*

- Electronic mail forwarding while you are traveling
- A variety of administrative functions
- Bookkeeping services
- Partial Virtual Accounting Office services

## **CLIENT BENEFITS**

- Less expensive than an in-house accounting staff
- Affordable for individuals as well as businesses
- No computers or software to purchase and maintain
- No more late fees or penalties
- Tax deposits made on time every time
- Detailed periodic reports to reflect trends
- Assemble most of the data needed for tax preparation
- Accurate and timely processing
- Reduces your stress level
- Frees up your time for other activities
- Protects your credit rating
- No boxes or file drawers of data – just a CD!

## **OUR MISSION**

*Creating unique options  
to save your money,  
free your time and  
secure your peace of mind*

*At The Accountant's Office,  
**WE BELIEVE...***

- ... that your time is one of your most precious and irreplaceable assets. Invest it wisely!
- ... that knowledge is power. You need an accurate picture of your financial position so you can make intelligent decisions.
- ... that when you do what you do best, and let us do what we do best, we both win!

## THE FIRM

The Accountant's Office is a talented team of professionals with more than 100 years of combined experience in delivering a wide range of business and personal accounting services. Known for outstanding customer service, our team includes two CPAs and several degreed accountants. Because of the extensive referrals we receive from CPAs and financial planners, as well as from happy clients, our firm has enjoyed consistent rapid growth and expansion for several years.

Our client family receives the same personal care and attention that we give to our own families. Operating as your virtual, paperless accounting office, we remove the stress and time-consuming activities of handling both your business and personal bill paying and financial reporting.

Our clients' peace of mind is our primary concern, so security is a vital issue we take very seriously. Access to data is tightly controlled and all data is backed up nightly to a secure off-site server.

In recognition of her outstanding accomplishments as an entrepreneur and community leader, our founder, Carolyn J. Brown, has been honored as the 2008 Business Owner of the Year by the National Association of Women Business Owners, Phoenix Metro Chapter (NAWBO Phoenix). Owing accounting and computer services firms since 1973, Carolyn started The Accountant's Office in June of 2001. Among her current professional affiliations are:

- National Association of Women Business Owners, Phoenix Metro – Charter Member & Past President
- Arizona Society of Practicing Accountants – State Board Member
- Arizona Society of CPAs – Affiliate (non-CPA) Member
- Arizona Small Business Association – Member
- National Speakers Association – Candidate
- Better Business Bureau – Member

## What Our Clients Say

*"Working with Carolyn Brown and her staff at the Accountant's Office has been a wonderful experience for us. Their expertise, integrity, and enthusiasm have given us incredible confidence that our finances are in the best hands possible. We truly feel that they are an invaluable part of our team at Trouvé. The fact that their service saved us over \$25,000 last year is an added bonus!"*

~ Joan Colangelo & Kristen Brubaker, Owners  
Trouvé Antiques, Business client since 2007

*"The ability to outsource all of our accounting functions to one qualified, professional firm is wonderful. Free from the previous worries and hassles, we can now focus on running our business and delivering exceptional service and expertise to our clients – the things that matter the most when it comes to growing a business."*

~ David Rosenthal, CFP & Dana Anspach, CFP, Principals  
Wealth Management Solutions, LLC,  
Business client since 2007

*"The Accountant's Office is like a home away from home. You feel safe, cared for and worry free whether you are traveling or at home. They have taken care of both my business and personal finances as if it were their own. They do the things that rob me of my joy so I can spend more time doing things that give me joy."*

~ Dr. Sharon Lamm-Hartman, CEO, Inside Out Learning,  
Business and personal client since 2004



*Creating unique options to  
save your money,  
free your time and  
secure your peace of mind!*

**CALL 480-219-4285  
TODAY  
TO SCHEDULE YOUR  
COMPLIMENTARY  
CONSULTATION**

*We're looking forward to  
hearing from you!*

*It's time you joined our  
list of happy clients!*

*The Accountant's Office, LLC*

[www.TheAccountantsOffice.biz](http://www.TheAccountantsOffice.biz)

P.O. Box 7780 • Chandler, AZ 85246-7780

[info@TheAccountantsOffice.biz](mailto:info@TheAccountantsOffice.biz)

480-219-4285

eFax: 480-247-4138