



Busy Professional/Busy Family

Let My Personal Bookkeeper help you streamline and get organized. Never pay a bill late again!

Services Provided:

- Review regular bills looking for savings opportunities and ways to automate, sign up for electronic statements
- Review 3 months of credit card statements, looking for hidden costs, subscriptions to cancel and fraudulent charges
- Set up a cloud based file system for storing vendor and tax files
- Set up a Financial Management Program such as Mint or Tiller Money

Package Price: \$740

There is a maximum of 7 hours included in the monthly package price.
Any further hours needed within the month will be billed at the regular hourly rate.

The activities listed are suggestions and can be changed.

This does not imply that all the work can be completed in one month.

For more information or to purchase a package, contact My Personal Bookkeeper

info@mypersonalbookkeeper.com

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