

QuickBooks® Made Easy

Is your office making these 21 critical mistakes?

3 QuickBooks® errors that hurt cash flow in your office
7 mistakes to avoid in “costing” and why they hurt you
5 ways to reduce Payroll headaches – the one best fix
3 reports that will stop wasted expenses and overhead
3 critical errors in setting up your chart of accounts

Inside: Three easy options for QB help

- Attend a half day class for \$97
- We come to you - 2 hour on-site special only \$98
- **STOP** doing bookkeeping at all – outsource the entire job



June 26th 2008
Class time 9:00AM to 1:00 PM
Call 972-699-1040 ext. 16
To check availability

www.MrTaxInternational.com



Seminar Location:
WAMU Financial Center
110 N COIT RD
RICHARDSON, TX 75080-5401
Coit and Beltline

1st Option: Attend the \$97 class – QuickBooks® Made Easy

Here is what you'll learn in 4 fun and easy hours

- 3 common accounting mistakes almost every business makes that cause you cash flow problems, how to find and fix them
- 4 mistakes in setting up client accounts and how to prevent them
- 5 vital decisions you must make in order for a chart of accounts to give you meaningful financial statements – what to do to fix the mistakes you already made.
- 5 ways QB helps improve collections and why you should use 4
- Find out what reports make sense for building a profitable business
- How to access your office QB from home or a job site
- Importing client lists from other software
- How to prepare invoices, refunds, credits, and client statements
- 6 steps for processing checks and credit card payments
- Reconciling bank accounts
- 4 things you must know if the bank balances do not match
- Watch the process of your firm's finances as they are tracked in QuickBooks® software
- How to manage your practice using business centers
- The easy 3 steps for handling NSF checks
- 5 things you must do when tracking bad debts or petty cash disbursements
- On-line banking – 4 reasons you need to use it now and how to set it up
- Exporting QuickBooks® into Excel and the 4 advanced techniques of making it more useful
- Setting classifications to track billing and profitability
- How to handle unusual situations, like salary advances and partnership draws
- How to add your firm's logo to your invoices
- The easy way to backup and restore data files
- 3 questions that will help you reduce income taxes all year long
- The QuickBooks® financial statements - A to Z...everything you'll need to know
- Linking your QuickBooks® to your accountant using online technology / cuts tax prep cost

Don't see what you need to learn? Call – it's probably included.

A bigger bonus *No matter how tough your QuickBooks® problem is, we will NOT leave until we have answered every one of your questions. – Our mission is to help you run a GREAT business. We will even call you before the class to find out what your biggest problem is. That's service.*

2nd Option: We come to you / 2 hour "on-site" special, \$98

Great if you need help – right now!

If you're stuck on a QuickBooks® question – you can skip the class and we will come to you. In 2 hours we will focus 100% of our attention to your specific problem.

We are Certified QuickBooks® Pro Advisors with thousands of hours experience in fixing your toughest problems fast and easy. It makes no sense to waste days and days on a problem we can probably fix in a matter of 2 hours. We can only do one on-site repair a day – reserve your day, now.

The special \$98 offer expires June 30th. Our regular on site fee is \$85 to \$155 per hour. To have us come to your office please send in the reservation form with the date you would like to see us. We can do the on-site on Monday through Friday from 10:00AM to 12:00PM.

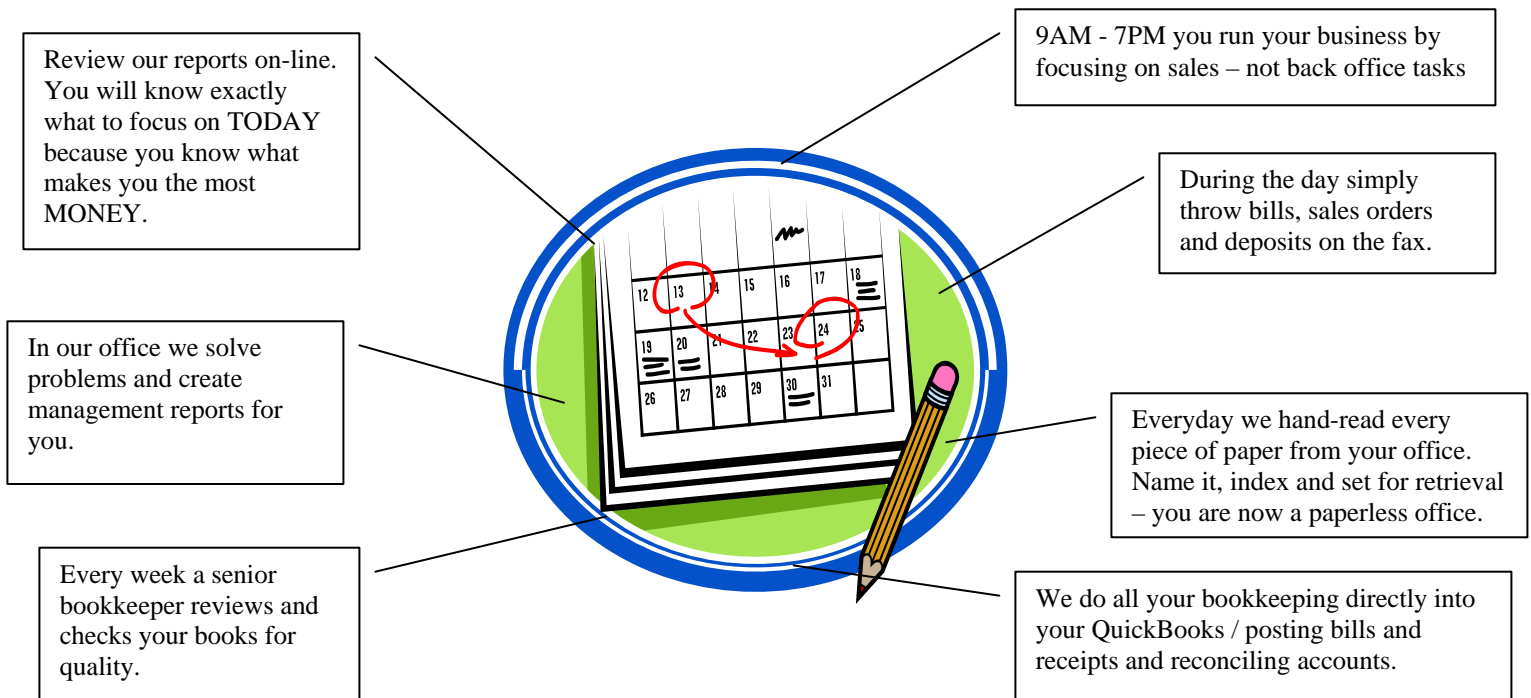
3rd

Option: STOP doing books - Outsource the entire job

- ⇒ Are good books a problem year after year?
- ⇒ Have you ever wondered if you could outsource the job?
- ⇒ Are you losing money because billing or some other problem is not 100% right?

Skip this training and simply let us do your books. By linking my PC & fax to your office I can easily do all of your work for less than half of what it would cost you internally. This is very popular with office managers and wives who get stuck doing the books, with fees starting at just \$495 a month. We close your books every week and you know exactly what is going on in your business.

The Weekly Outsourced Bookkeeping Cycle (Good Numbers Is How Small Businesses Get BIG!)



No More Staffing Problems / You Spend Time on Sales / Good Numbers = Good Decisions

References: from small businesses that outsource the books, each of these firms has annual revenue between \$250,000 and \$2,000,000.

“Outsourcing has allowed us to focus on sales while you have managed the books. We expect to cross the 2 million dollar market in our PC recycling business within 36 months of start up. That would never happen if my partner and I had to go back to the office every night and pay bills.” Brian Alley E-cycle Los Angeles CA

“I came to the USA, to get an MBA from Harvard then started an import export business. We outsourced our bookkeeping from day one. It just made no sense to create a bookkeeping department when I was trying to get a new business up and running.” Lars Nelson, Creative Danes. Encinitas CA

“I hate to fire people. The virtual office and outsourced accounting process lets me go up and down on staffing without the emotional baggage.” Ron Baumbach Palace Jewelry Store Chain, Flint MI

“I thought I could save my family money by doing the bookkeeping. What a mistake, job costing is far more difficult than it looks and we need that critical information almost daily” Ayon Constructions, Lourdes Jimenez, Lemon Grove CA

“I’m a work at home salesman, I could do my own books but I can not figure out how I would ever do them cheaper than outsourcing. Plus, why waste the time? One new client a year and I make more money than all my bookkeeping costs in 12 months, combined” KC Truby Bridge21 Casper WY



Written by John D. Carr, CPA
 Richardson, Texas Certified QuickBooks® Pro Advisor (3 years)



John D. Carr, Jr. CPA of Richardson has had 20+ years experience and enjoys working with small businesses. His focus is to help clients improve their cash flow by using QuickBooks® to get rid of bad customers, bad products or bad locations.

All new customers will receive their first 100 Personalized QuickBooks® Checks – FREE.

Pick an option to make QuickBooks® Easy in your office. Then send in this page

1st ____ Reserve a seat at the next QuickBooks® Made Easy class. \$97 1st person, \$57 2nd person
 Mark your calendar for June 26th, 2008 - 9:00AM to 1PM located at...
 WAMU Financial Center 110 N COIT RD RICHARDSON, TX 75080 (NE Corner of Coit and Beltline)

2nd ____ We will come to your office and fix this problem in 2 hours for \$98. All on-site visits
 Are held from Mon – Fri / 10:00AM to 12:00PM. (Offer expires June 30th)
 We'll call to confirm the date and the details of what you need done.

3rd ____ John, it makes no sense to put time into bookkeeping. Call me about outsourcing the
 entire job and how other businesses maintain control, cut cost and get good books.

To Register call 972-699-1040, or complete and fax this page to 972-234-3153
 or mail to: Mr Tax International / 800 E Campbell Rd Ste 159 / RICHARDSON, TX 75081

Name _____ 2nd person _____ Email _____

Firm _____ Street _____ City _____

St _____ Zip _____ Phone _____ Fax _____

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Credit Card Number _____ Exp Date _____

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Register Early!
 Class limit 10
 due to room
 size.

100% guaranteed: All QuickBooks® Made Easy Classes are 100% guaranteed. If you are unhappy for any reason we will refund your registration fee.