



## COR BOOKKEEPING & BUSINESS CONSULTING SERVICE GUIDE

	<b>Administrative Support</b>	<b>Basic Bookkeeping</b>	<b>Advanced Bookkeeping</b>	<b>Full Charge Bookkeeping</b>
Document Facilitation	X			X
Payroll Processing	X			X
Meeting Correspondence	X			X
Completion of financial loans, applications, permits, etc.	X			X
Online Portal setups	X			X
Phone System, Live Answering Service setups	X			X
Onboarding Procedures	X			X
Marketing and Project Management	X			X
Executive Assistant services	X			X
Transaction monitoring and coding		X	X	X
Business Contacts and Accounts Maintenance		X	X	X
Controller review of monthly financials		X	X	X
On-Demand basic monthly financial reports		X	X	X
Journal Entries			X	X
Custom financial reports for every business model			X	X
Equity management			X	X
Inter-company account management			X	X
Cash flow reporting			X	X
Sales tax filing			X	X
Texas Franchise tax information updates and financial report filings			X	X
1099 tracking and filing				X
Key Role Staff Assignments under your brand				X
Revenue Operations Management				X
In depth financial reporting				X
Quarterly presentations				X