



Lillian's
Professional
Services



M.B. Complete Services

Entrepreneurs, Homeowners & Business Owners

Get your Tax Receipts Organized Now!

Try it Free For 10 Days

Real-Time Virtual (Paperless) Bkbp/Accounting
Just snap a Picture or Email,
Fwd' Receipts/Invoices

Then.... A Personalized Archive is Created for You
(Audit-proof, Searchable File) That's it, you're Done!

You Don't Need Any Accounting Skills

All Your Receipts are recognized automatically
Then categorized into spreadsheet format
Easy exported to PDF

Just Go Continue Growing Your Business!

Annual Fee \$249

Enroll Today Save \$100 (exp. Feb. 1st 2019)

**No More Waiting Til
Tax Season for Calculating
Receipts**

**Fraud & Diaster
Protection / Expense Tracking**

(Extraction from Bank statements add'l .50 per page)

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VIRTUAL BOOKKEEPING SERVICES QUESTIONNAIRE/AGREEMENT

PLEASE PRINT LEGIBLY

Starting Date ___/___/___

Referred By _____

Nature of your Business _____
Service/Product

Virtual Bookkeeping Service Requested (Includes Qtrly Reports)

Recording entries; _____ Wkly _____ Bi-wkly _____ Monthly _____ Qtrly
_____ Invoicing/billing _____ Bill Pay _____ File Qtrly Sales tax
_____ Scan Bills/Receipts (I-cloud email) _____ Create Invoices

PLEASE ATTACH LIST OF OPERATING BUSINESS ACCOUNTS EXPENSES TO BE CREATED

Primary Contact Person _____

Full Business Name: _____

Business Address: _____

City _____ State _____ Zip _____

Best Tel#: _____ Email Address: _____

Business Start Date ___/___/___ EIN# _____ - _____ State Registered _____

Business Structure Type: _____ Sole Proprietor _____ Partnership _____ LLC _____ Corporation

AGREEMENT

I, _____ Title _____ of _____
PRINT NAME BUSINESS NAME

Do hereby grant permission and consent for *Lillian's Professional Services LLC* to set-up and/or remotely access my **Quickbooks** accounts for tax and bookkeeping purposes, making entries **ONLY** for the above said business. Upon receipt of **ALL** required documents, entries will be made on a _____ Wkly/ Bi-wkly/ Monthly/ Qtrly basis. (Envelope w/check list provided)

User Name _____ Password _____ assigned by Owner/Manager

Signature

**Every business needs a Reliable Bookkeeping System base
in established accounting principles.**

Attention – Schedule “C” Filers

Sole Proprietor, Single Member LLC,
Independent Contractor

FYI.... Keeping you informed.....

Your IRS tax ID # (EIN) **MUST** be updated
every **3-5** years to remain active,
even if you have No employees

Just call IRS @ 800-829-4933, let them know
you want to update your SS4/ EIN form.
(Even If you have No changes – just confirm your EIN is active)

Your Company **Needs** to have a
NYS Div of Corporation Biennial Statement...
(Due every 2yrs from original date.. This can be E-Filed)

Ask us for more details (718) 953-6455
Lillian's Professional Services LLC