

# MONTHLY BOOKKEEPING SERVICE - ARE YOU READY FOR THE HMRC DEADLINE -

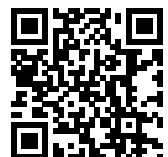


Location **South East, West Sussex**  
<https://www.freeadsz.co.uk/x-482098-z>

1. Each month put all your receipts, invoices, bills and evidence of your takings into a large envelope and send it or drop it in to us.
  2. We record all your records onto a cash book spreadsheet subdivided down into cost centres (Takings, Materials, Fuel, Insurance, Telephone etc).
  3. We physically file all your documents into a lever arch file sub-divided into months.
  4. We email/post you a report that shows you, your profit and expenses month by month.
  5. END OF THE YEAR
- You can now supply your accountant with accurate records saving him time and you money. 01273 956120 01273 9561...(click to reveal full phone number) - click to contact - [www.johnwitherden.co](http://www.johnwitherden.co)



**MONTHLY BOOKKEEPING SERVICE - ARE YOU READY FOR THE HMRC DEADLINE - JANUARY**  
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