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A sample bookkeeping business proposal would probably include tasks like tracking income and expenses, sales and receipts, and maintaining a general business ledger. By contrast, accounting refers to the wider concept of preparing and summarizing financial statements using ledger balances based on the financial recordings of a bookkeeper.

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About Us. The company was established in the year [Year], by our founding leader (s) and current CEO ('s), [Name (s)]. Our Team. In order to ...

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Cover Letter. [Client.FirstName]  
[Client.LastName]  
[Client.Company]  
[Client.Company.Address] [Date]  
[Sender.Company.Address] Dear  
[Title] [Client.LastName], Whether  
your business is new or old, it  
needs efficient accounting  
services for growth and  
sustainability. Having your books  
in top shape all year round is an  
achievement that can help your  
business function smoothly and  
provide grounds for sound and  
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Importance of Bookkeeping. Bookkeeping is an important aspect in the life of every business entity. It involves the recording of financial transactions, which includes purchases, sales, general receipts, and payments. It can

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help the users of the financial statements as well as the related parties in different ways.

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Dear (Name), As a business owner, you juggle many responsibilities. Managing and growing your business is a complicated process, and maintaining your company's books (although essential) is a tedious, time-consuming task that takes your attention away from ensuring your company's sustainability and growth.

### ~~Bookkeeping Introduction Letter! – Amazing Prospecting and ...~~

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