



Happy Halloween,

Steph's Bookkeeping Service, Inc

Monthly News

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Our monthly newsletter is included with your monthly invoice,

as well as viewable on our newly updated web site www.stepsbookkeeping.com

Personal Contributions to Your Business

Have you had to put money into your business? We want to make sure we are capturing that on your financials! Don't let this be missed! There is no way looking at a bank statement one could tell that a deposit was personal money or money from sales. Don't report more income than you have to, and make sure your financials show that you have personally contributed into your business! Keep communication with us and let us know when things like this happen so it can be accounted for properly!

Credit Dispute Service

Steph's Bookkeeping Service offers credit dispute services to help remove negative ratings on your credit file with little effort on your part. To get on the road to better credit, contact us today.

Notary Services

We are happy to offer Notary Services to our clients. Please contact our office if you are in need of a Notary.

Enter for Your Chance to Win!

Did you know we have a business Facebook page? At the end of this month we are doing a drawing with our fellow business pages and Facebook users for a \$50 Starbucks gift card! To enter to win the drawing all you need to do is like our Facebook page (if you have already liked our page your name will be entered already). Do you want to increase your chances to win? Write a review on our business page and automatically get another 3 entries! We will video our drawing on Tuesday November 1st and post it on our page and announce the winner for everyone to see. Don't miss out on your Starbucks gift card! To enter for your chance to win visit our Facebook page by doing a search for [@stepsbookkeeping!](https://www.facebook.com/stepsbookkeeping)



Happy Halloween!

We want to wish everyone a happy and safe Halloween! We hope the night stays dry this year for those trick-or-treaters!

Trick or Treat!



Year End Preparations

It may be months from the dreaded deadline, but a little preparation now will save you, and us, time and money as we approach tax deadlines.

The following is a list of some of the things you can provide now:

- 1099 information on vendors
- Cash receipts
- Asset purchase paperwork
- Draw/Contributions (personal money deposited into the business account)

This is a start for many of our clients. Give us a call if you need help gathering this information.

Don't forget referrals!

Don't forget that when you refer a client to us, you get 10% off your following bill! Spread the word and stock up on that savings!

