

**RELAX...we got this.**



# YourBooks

from:



YourBooks is your one stop shop for all of your bookkeeping needs. Sit back, relax, and let us manage Your Books!

## SERVICES PROVIDED:

- New Matter Opening
- Pre-Bill Creation
- Pre-Bill Corrections
- Billing (regular mail or email)
- E-Billing
- Payment Posting
- Accounts Payable Transaction Posting
- Trust Transaction Posting
- Bank Reconciliations
- G/L Reconciliations and Adjustments
- Month End Reporting and Procedures

## SUPPORTED PRODUCTS:



Call or email for more information: Lauren Bencini | 727-544-5400 | lbencini@affinityconsulting.com