

WHAT CAN I EXPECT FROM NSPIR8?

The 1st step is to contact Serina at Nspir8 through this website.

- You will receive a phone call within 24 working hours.
- During this initial conversation, Serina will book a time to meet at your place of business free of charge.

2nd step is to arrange a meeting

- At our first consultation you will be asked questions about your bookkeeping requirements And exactly what work will be performed
- Generally, we want to know the scope of work and the expectations you have in mind.

How often do you want us to schedule you?

- Near the end of the consultation you will be asked to identify how often you would like Nspir8 to work on you business accounts.
- We offer Weekly, fortnightly, monthly and quarterly schedules.

Will that work be performed off-site on site?

- You will also be asked if you want us to perform you work offsite, where we can work more efficiently in our office.
- Or if your requirements are for the work to be done onsite, in your business offices.
- Of course work onsite is subject to availability and will require 3 hours or more of billable hours.
- Travel time may be included in billable hours.

Bookkeeping schedules

You will then make your first appointment. The following is an example of the things I will need to work effectively:

- A computer to work on
- A printer
- Your supplier invoices
- Receipts
- Timesheets
- Cheque butts & Deposit books
- Bank statements
- Uninterrupted time

At the end of the period, Npsir8 can produce the following reports:

The frequency of when these reports are produced will have been decided during our fist consultation.

- Draft Profit and Loss
- Draft Balance Sheet
- Accounts receivable (debtors)
- Accounts Payables (liabilities)

Nspir8 will stop by your place to pick your paperwork

- To ensure Serina can keep her schedule, have your paperwork ready.
- Call out fees may apply.