



OUTSOURCE YOUR ACCOUNTING & BOOKKEEPING

have peace of mind
and relax...



Farahat & Co. has pleasure in announcing to all their clients, the launching of a new **Outsourcing Service for "Accounting & Bookkeeping"**. By introducing this new service, our aim at **Farahat & Co.** is to give our clients peace of mind, with a more relaxed approach to all their bookkeeping and accounting requirements. No longer will it be necessary for you to hire a full time or even part-time accountant. By outsourcing your Accounting & Bookkeeping, you will not only minimize your expenses, but you will also have the privilege of using the expertise of our team of professional skilled accountants.

Our experienced accountants will maintain your accounting in such a way, that you will get reports regarding your business accounting when requested.

What are the output reports you will get from "Out-sourcing of Accounting & Bookkeeping"?

- Monthly Trial Balance
- Monthly Bank Reconciliation
- Analytical Sales Report
- Analytical Purchases Report
- Accounts Receivable Report
- Accounts Payable Report
- Analytical General & Administrative Expenses Report
- Letter of Credit Report
- Fixed Assets and Depreciation Report
- Payroll and Wages Report
- Profit and Loss Account (Annual)
- Balance Sheet
- And Many other reports and output information

Now is the time to Contact Farahat & Co. and sign up for these services!!!

It is so easy, Just contact one of our Sales Consultants, who will guide you through the initial procedures

Our fees, which are very competitive, will be based on the volume of transactions / accounting papers

Service Packages

| 1 In-house | 2 At Your Office | 3 Year-end | 4 Customized |
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| In-house Accounting & Bookkeeping We will handle your accounting and bookkeeping "in-house" (in our office) and we will provide you with monthly and/or any other reports whenever required. | At Your Office We will handle your Accounting & Bookkeeping at your office premises. We will make weekly, monthly and/or quarterly visits to do the work. | Year-end Closing On receipt of your yearly accounting documents our team can finalize the closing of the year-end | Customized Bookkeeping We can customize a bookkeeping/accounting plan or procedure to suit your business needs. |

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