

## ABOUT US :

Assured Bookkeeping (Pty) Ltd. provides clients with affordable, value-for-money bookkeeping & payroll services.

We believe that our company values of Quality, Integrity and Reliability are very much linked to trust. Are our values important to you when it comes to choosing people to work with your business's finances?

Our bookkeepers are friendly and helpful and their expertise will make a significant difference to your business.

## IMPORTANCE OF BOOKKEEPING :

With almost half of South African businesses that fail doing so due to poor bookkeeping\*, there is no doubt that it is crucial for business owners to have accurate, up-to-date financial information with which they can manage their business. That is where we would welcome the opportunity to assist you and your business.

Bookkeeping is our area of expertise and our deadline-driven bookkeepers relish the responsibility of working on clients' books. We will provide you with the same first-class service that our existing clients are used to and which their testimonials confirm. Indeed, much of our new business comes from referrals.



**ASSURED  
BOOKKEEPING**  
QUALITY, INTEGRITY & RELIABILITY

## OUR SERVICES :

No matter how muddled your financial records may be, we will have worked with worse. No matter how limited your knowledge of bookkeeping, we can help.

Our services include :

- \* Bookkeeping
- \* Payroll
- \* SARS & Dept. of Labour registrations
- \* Company Registrations
- \* Tax (Sole Proprietors / Individuals)

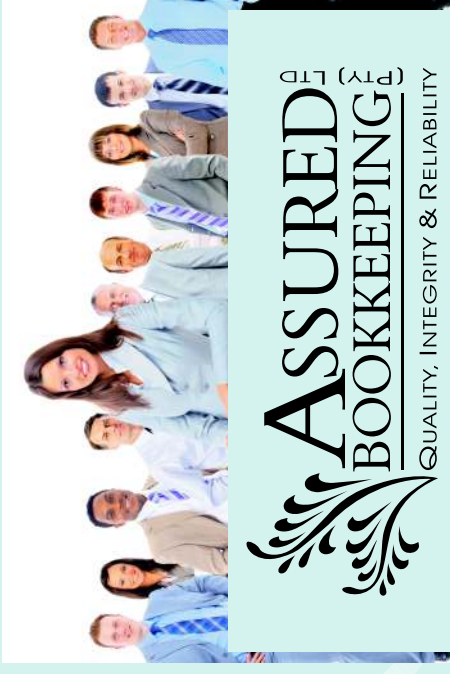
We will provide you with financial information that will be important both in the running of your business and in meeting your obligations to SARS. So what's stopping you from contacting us and giving your business a well-deserved boost?



## UNDERSTANDING YOUR NEEDS :

Traditionally, financial information is communicated using financial terminology, much of which cannot be understood. We know how vital financial information is to the running of businesses and that most business owners want financial information explained in non-technical language, so we always aim to be "jargon-busters"!

Our team of bookkeepers will become an important part of your business and our management reports will become a crucial business tool for you.



Assured Bookkeeping (Pty) Ltd

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2012 Small Business of the Year runner-up

(Nedbank / Pietermaritzburg Chamber of Business awards)

