

Worried about **BOOK KEEPING!!!!**

No more worries, we are here to help you out of your time consuming and meticulous book keeping work.

First Meeting/ Discussion

- Discussion on specific requirements
- Evaluation of current position of work
- Discussion on flow and time for a work
- Deciding the cost structure
- Discussion on data transfer and access issues

Free Trial

- Allocating a staff and let him understand the process Collection of data
- Processing of collected data
- All queries answered
- Trial Service completed
- Delivery to customer

Actual Service begins

- Real Work begins
- Data collection, execution and delivery
- Periodical feedback and amendments made accordingly

Communication

- After the fixed period/ completion of first assignment review the work quality and financial sides
- Set new parameters if required
- Everything in order with agreed terms, amendments and changes done time to time in order to ensure the service quality

Review and Service setting up

- Review of the trial given
- Discussion with customer and our staff on the trial provided
- Final Discussion on all aspects before rendering the service

