



## Fact Sheet

# Administrative Support Services

Growing businesses often outpace their support staff. This can result in chaos and IRS issues during tax time. That is why balog + Tamburri, CPA's provides a complete array of Administrative Support Services. Our Director of Administrative Services, Ms. Jen Errair leads our "Admin 911" consulting services.

Whether it is just catching up on filing or a total overhaul of the administrative aspects of your organization, ARC can provide a streamlined, cost-effective solution. Some of the services we provide include:

1. Filing and file organization
2. Sales administration and tracking
3. Expense report processing
4. Payroll processing
5. Payroll Tax Reporting
6. Sales and Use Tax Reporting
7. File Maintenance
8. Business correspondence

If you really want to take your business to the next level, give us a call. **The first hour is always free.** Please visit our web site at [www.flgacpa.com](http://www.flgacpa.com) for additional information regarding the products and services provided by Balog + Tamburri, CPA's.

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