

## Bookkeeping Proposal Sample

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A sample bookkeeping business proposal would probably include tasks like tracking income and expenses, sales and receipts, and maintaining a general business ledger. By contrast, accounting refers to the wider concept of preparing and summarizing financial statements using ledger balances based on the financial recordings of a bookkeeper.

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Here is a sample marketing letter for your bookkeeping services. Dear (Name), As a business owner, you juggle many responsibilities. Managing and growing your business is a complicated process, and maintaining your company's books (although essential) is a tedious, time-consuming task that takes your attention away from ensuring your company's sustainability and growth.

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