PEAK ACCOUNTING SERVICES, INC.

Bookkeeping Setup Timeline

Proposal

- Client returns signed agreement
- Setup time for initial consultation

Welcome

- Initial consultation, including determination of financial statement layout and chart of accounts, customized supplemental reports, and general business consulting
- PEAK and client agree on workflow, timing, how records will be provided

Senior Accountant

- Senior Accountant at PEAK sets up account including chart of accounts, financial statement design, customized reports
- Test transaction (for bill pay service only)

Launch

- First financial statement completed
- Review first financial statement with client and answer questions
- Ongoing servicing of account, including PEAK availability to answer questions of management or internal bookkeeper