



**We Say Yes When The Bank Says No**

1936

**Funding in 7 days**

DATE

up to

PAY TO THE ORDER OF

**Your Name Here**

**\$ 500,000**

*Five Hundred Thousand Dollars for* **YOU**

DOLLARS



Security Features Details on back

**Money For Your Business Quick Funding  
Not Credit Driven Best Terms**

FOR

*The Back Office*

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# **SIMPLE BUSINESS FUNDING®**

LET US HELP YOU FIND GROWTH CAPITAL.

**Business Funding** based on bank statements, merchant processing statements or a hybrid.

**SBA Loans** – 7(a) loans and 504 loans.

**Equipment Leasing** – B, C and D credit accepted.

**Accounts Receivable Financing** – We purchase accounts receivable invoices at a discount. If you sell your products or services to businesses that pay in 30, 60 or 90 day increments, we have a liquidity solution for you.

**Health Care and Medical Financing** – To Doctors, Dentists, Chiropractors and veterinarians. Working Capital, medical equipment leasing, practice acquisitions and debt consolidation.

**Bridge and Hard Money**

**Private Equity/Joint Venture Capital**

**Franchise Funding** – No Matter if you're a first-time owner or have multiple locations, we have the ability to get the financing you need from \$150,000 to over \$1,000,000.

**Project Financing** – It takes the right team to properly structure the right financing for large projects from \$1,000,000 to \$50,000,000 or more. We offer comprehensive solutions to commercial financing needs.



**One Call • Many Options, More Solutions • More Free Time •  
Satisfaction Guaranteed • No Application Fees\*\***

**800-577-8221x101 • Fax 866-646-1201 • [dave@thebackofficellc.com](mailto:dave@thebackofficellc.com)**

**\*\*Certain restrictions apply. Limited time offer.**

# TBO – Bookkeeping / Accounting

**Back Office** – Involved in administration but without being seen by customers.

Although the operations of a back office are usually not thought of, they are a major contributor to a business. Back offices may be somewhere other than the headquarters of a company. Much of the time they are in areas with cheaper rents and lower labor rates. A back office is a part of most corporations where tasks dedicated to running the company itself take place. Back office functions can be outsourced to consultants and contractors.– Wikipedia, the free encyclopedia

## BACK OFFICE OPERATIONS®

### Daily

- Record sales invoices from provided documents
- Record daily bank deposits & credit card receipts
- Process vendor invoices into accounts payable
- Process manual checks, as needed for emergencies

### Weekly

- Process approved vendor payments into signature ready checks
- Process approved non-payables payments (I.E.: rent, utilities, etc) into signature ready checks
- Prepare payroll and initiate EFTPS (electronic tax payment) or record payroll processed by third party

### Monthly

- Bank (cash) reconciliations
- Record credit card transactions and prepare credit card reconciliations
- Prepare sales tax return

## QuickBooks®

- Setup of company file, or evaluation of existing company structure
- Report & forms customization
- Data entry
- Data cleanup
- Third-party software integration
- Data conversion / import
- Ongoing training & support

## PERSONAL CONTROLLERSHIP®

- Management Information Analysis
- Information Interpretation
- Advice about issues, concerns, successes and opportunities
- Back Office Systems' re-engineering & maintenance
- Liaison with outside CPAs, attorneys, bankers & other consultants
- Microsoft Office® software and QuickBooks training and support
- Reports including:
  - Balance Sheet
  - Profit & Loss Statement
  - Statement of Cash Flows
  - Job Profitability
  - Accounts Payable & Receivable Agings
- Benchmarks or other industry standardized reports (customized for your business)

## BACK OFFICE WIDGETS

- Dashboards and Scorecards designed and implemented
- Data File Assessment
- Software Functionality Review
- Back Office needs assessment
- Office systems designed or re-engineered
- Hardware and Software assistance and setup

## Our Mission

Our Mission to our customers is to be always willing to help, willing to listen and willing to work, by being committed to achieve our customers' goals, by being committed to understanding our customers' needs and by being committed to exceed our customers' expectations. We are always to treat every customer with utmost respect, provide the highest quality service available and to provide the best products and technology at the lowest possible cost. If you ever feel that we are not living up to our mission statement, please give me a call on my personal line 561-214-1618 anytime.



The Back Office LLC

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