



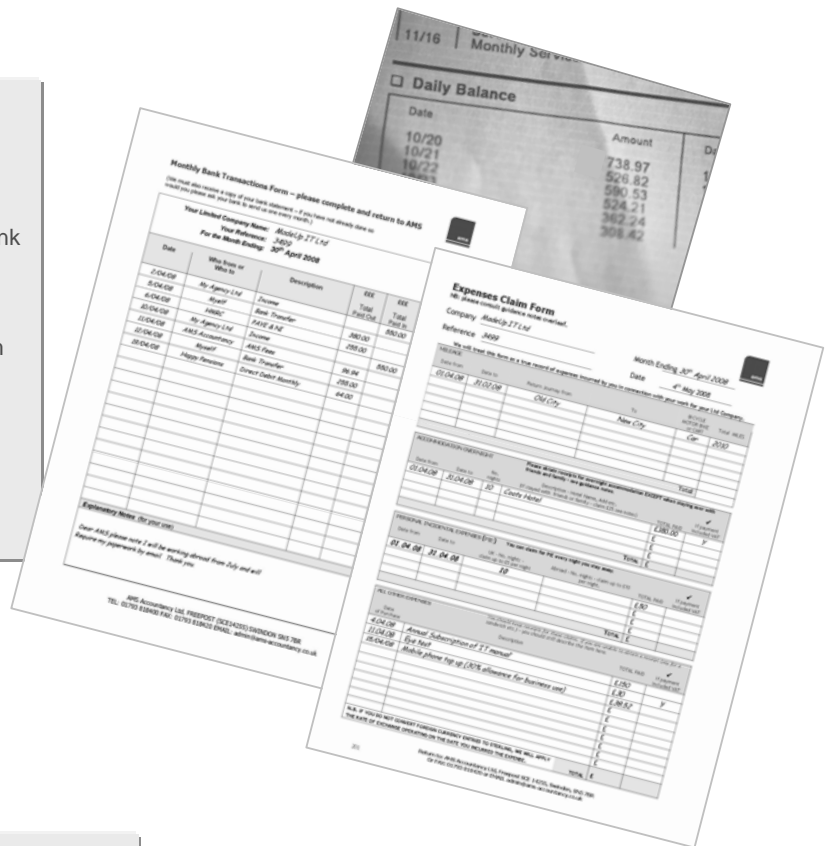
All we need each month is around half an hour of your time!

STEP 1

Your Monthly 'Tasks'

As early as possible each month:

- Photocopy /download your business bank statement.
- Tell us what each item is on the Bank Transaction form with details taken from your business bank statement.
- Complete expenses claim forms.
- Send / email / fax these 3 documents to AMS



STEP 2

Your Monthly Report

We'll send you this easy to follow report with an 'at a glance summary' on the front page.

ADVISES

- How much to keep in your 'Tax Fund'.
- How much 'spendable income you could transfer to your personal account.
- Taxes due to be paid and how to pay them
- A statutory payslip
- Summary of your bank transactions
- Available funds & monies owed by your Company
- A dividend voucher (if appropriate)
- A summary of expenses claimed in the month
- A rolling 12 month calendar showing all dates that will affect your Company such as dates to pay VAT, PAYE etc.

