



QuickBooks / AR-AP Program

A huge part of your business's success begins with the productivity of your office technology. As part of Tap Into Technology's QuickBooks/AR-AP Program, I will ensure that you receive all the items mentioned below. These tasks will be completed at a minimum of twice each week. Should you the client feel the need to have any of these tasks performed more, please contact me. These QB/AR-AP services are billed at the arranged hourly rate of \$40 and invoices are Net 10.

- QuickBooks Updates
 - Update as necessary

- Enter all Accounts Receivable
 - Ensure all reoccurring transactions are recorded
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- Enter all Accounts Payable
 - Maintain Accounts as Needed (may differ by client)
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- Payroll Services Upon Request
 - Enter and Maintain Employee Records
 - Enter and Pay All Payroll Taxes
 - Enter Timesheets & Pay Employees (may differ by client)

I _____ agree to the above services and have noted any changes needed.

Business Name _____ Email _____

Address _____ Phone Number _____

QB Log In _____ QB Password _____

Client Signature _____ Date _____

Sheila Gains

Tap Into Technology President

www.TapIntoTechnology.com