

Document Collection Options

SCAN or **PHYSICAL PICK UP** or **EMAIL** or **FAX**

You can provide documents to us any of the following four ways:-

- **Scanning-** Most documents needed by us (like payroll reports, credit card statements, bank statements, etc.) will be obtained online. The majority of what we will require more frequently will be vendor bills and deposits.



- **Physical Pick Up-** We can have documents collected from your office by hand on daily, weekly or monthly basis.



- **Email -** You can email us all the bookkeeping data at any time interval you prefer.



- **Fax -** You can fax us all the bookkeeping data at any time interval you prefer.

