

# Personal Business Assistance

## How Can E. S. Evans and Company Help YOU?



Our Services include:

### **B**ill-Paying and Bank Deposits:

We can write the checks for your bills weekly, bi-weekly, or monthly. We can also handle your bank deposits and transfers. Our flexible services can be tailored to meet your individual needs.



### **C**heckbook Reconciliation:

Let us reconcile your checkbook on a monthly basis.

### **A**ctivity Statements:

We can provide monthly, bi-weekly or weekly activity statements for any of these services.

### **N**otary Services:

Ever need papers notarized? We have a notary available on site during normal office hours.

### **O**rganize Tax Documents:

We can sort and organize all those documents which are needed for your tax return, or

### **P**ick Up and Forward Mail:

We can pick up your mail either at your home or at a post office box and keep it at **E. S. Evans and Company's** office or forward it to you while you are away on a business trip or vacation.

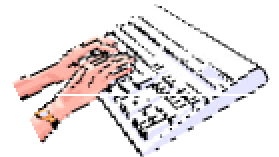
### **D**omestic Payroll:

We can prepare the payroll checks for your domestic help. The checks can be mailed or deposited directly into their checking or savings accounts. Our team members will also process the payroll tax returns including the W2s at the end of the year, and mail all returns to the correct taxing authorities.

**We do payroll your way!**

### **C**omputer Instructing:

Our team can teach you to use e-mail, the Internet, Word Processing, Spreadsheet processing, or just give you general computer assistance when needed.



**We can customize any of these services to fit your personal needs!**

**E. S. Evans and Company** has been serving our clients' needs in this area for over 75 years. Wouldn't you also like our help? Our **team** provides personal business assistance by helping manage your personal financial affairs.

Does your career, travel, social activities or your general health make it difficult for you to keep up with the paperwork involved in managing your financial affairs? If the answer is YES, we can help.

