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We are looking for a professional to provide bi-Monthly Bookkeeping Services (maximum) to Premier Product Development LLC.

The following tasks will be performed each second month:

1. Input and reconciliation of all banking transactions
2. Input and reconciliation of all credit card transactions for the business.
3. If needed, discuss monthly financial reports to include: Profit and Loss, Balance Sheet and General Ledger.
4. Organize all bookkeeping/financial documents provided.

To complete the bookkeeping services noted above, the bookkeeper will be provided the following:

1. All business bank and credit card statements for the period
2. Access to your QuickBooks desktop or online file.
3. Copy of all invoices for purchases
4. Copy of all customer sales invoices

Fees:

Consulting's fee for the services to be negotiated.



Premier Product Development, LLC

Planning, Design & Construction Oversight
Sports Fields | Parks | Athletic Facilities