

HAPPY THANKSGIVING!

BalanceLogic® provides you with a broad array of cost effective and high quality business support and backoffice services. Whether it's data entry, network support, accounting/bookkeeping, web or graphics design, we can help you either on a regular or ad-hoc basis.

We invite you to give us a call or visit our [website](#) to find out how our services can help your business operate more effectively and stay competitive. We value our clients and believe in strong, long term, business relationships.

Here's what's going on in BalanceLogic!

The BalanceLogic Team Continues to Grow.

We would like to welcome Kim Cooksey to our team as our new Office Manager and Linda Moore as our Business Development Manager.

Kim's official start date was November 8th and brings over 5 years of office management experience with her along with a variety of other skills like Microsoft Office, Macromedia Dreamweaver, and Adobe Photoshop. Kim also brings several years of experience in QuickBooks which will contribute significantly as we continue to add more Accounting & Bookkeeping clients.

Kim comes to us from another Charles County business where she was the office manager and was responsible for the overall operations of the company which included the supervision of all employees as well as maintaining the company financial records.

Linda started with us on November 1st and brings 15 years of progressive business management experience to the table in both the federal and private sector. Linda's experience includes marketing, proposal management and business development. Linda will be spearheading our business development efforts as we try and penetrate the local, state, and federal government markets. In addition, she will also help us take our IT Managed Services to the next level.

Linda's previous positions included budget and program analyst and contracts administration for such companies as Booz, Allen, Hamilton and General Dynamics Corporation.

Please join us in welcoming Kim and Linda to the BalanceLogic team!

Special Newsletter Promotion

FREE QuickBooks Pro 2011 Software

Available to The BalanceLogic Insider subscribers only!

[Request Info!](#)

[See our other promotions!](#)

QUICK LINKS

[More About Us](#)
[IT Support Services](#)
[Bookkeeping Services](#)
[Web Design Services](#)
[Administrative Services](#)
[Current Promotions](#)
[Testimonials](#)



FREE RESOURCES

Look for this valuable resource in every issue of The BalanceLogic Insider.
[Pantone Color Chart](#)

SUGGESTION BOX

MONTHLY tip - Email Invoices in QuickBooks

Here is a great way to send invoices to your clients.

1. Open the invoice you want to email and then click the arrow next to the SEND button from the bar directly above the invoice. Select Email Invoice.
2. An email form will be displayed. Make sure to fill it out completely. A good practice is to put the actual invoice number in the subject line. The client will be able to easily reference the invoice later on if needed.
3. Send the invoice. Select Send Now and the invoice will be emailed to your client as a PDF attachment.

** You can also send estimates this way. Just follow the same procedure. **

Top 5 Bookkeeping Mistakes Made by Small Businesses

1. Not saving receipts. Most small businesses don't save their receipts. Although only some are required for taxes, it is good practice to save all of your receipts. You never know when you may need one of them!
2. Not reconciling your accounts. You would be surprised at the number of small businesses that don't do this. If you don't reconcile, how do you know your account is accurate?
3. Not backing up. We have seen this time and time again. Ask yourself this question: What would I do if I lost all of my financial information? Backing up your data doesn't take a lot of time and is inexpensive to do.

We are very interested in hearing feedback on how we can make **The BalanceLogic Insider** more valuable.

Please let us know what you expect from this newsletter each month by sending an email to info@balancelogic.com



4. Doing the bookkeeping yourself. Many small business owners think they can handle the task of doing their books. If you focused the time you spend on your books on growing your business, imagine what else you could do? Having a competent bookkeeper handling the books is beneficial and the way to go.

5. Petty Cash. Careless with petty cash. You should treat this as you would any other account.

Used, Refurbished, and Pre-Owned Technology Offers Huge Savings.

Most used and refurbished equipment is sold "as-is", leaving you with all of the liability. BalanceLogic® Technology Outlet provides quality equipment and backs it up with a quality guarantee.

We test every piece of equipment that we have in inventory before it is sold, so you know that you will receive quality working items. All items go through a checklist and must pass our internal tests.

BalanceLogic serves clients large and small nationwide providing refurbished equipment without the risk, because we stand by every item we sell. From computers and peripherals to servers and storage, there is no better way to save on technology than purchasing from BalanceLogic Technology Outlet.

[Contact us](#) today to see what we have for you!



Happy Holidays from The BalanceLogic Team
<http://www.BalanceLogic.com>

Find us on Facebook

Follow us on **twitter**

View our profile on **Linked in**



Starting at

\$199
per month

Bookkeeping Services

Leave the worries to us
and focus on what you
do best.

info@balancelogic.com

