



Organize Your Books In 6 Easy Steps: A Workbook for the Sole Proprietor Service-Oriented Business

Donna M. Murphy

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Organize Your Books in 6 Easy Steps is written as a practical, easy-to-use workbook. It presents a six-step approach to organizing your business records. This book caters directly to the needs of the sole proprietor service-oriented business. It provides the reader with information specific to their business structure. No more, no less! Organize Your Books in 6 Easy Steps helps the small business owner save time and money by organizing applicable forms and records. It also gives them insight into how their business is doing financially; allowing them to make better decisions for their business in the future. This workbook is presented as a hands-on product that makes an often-mundane task more user-friendly.

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