



**COMPUHELP PROFESSIONAL BOOKKEEPING INC.**

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**[www.CHProBookkeeping.com](http://www.CHProBookkeeping.com)**

**Our professional business bookkeeping services are available in northern & central New Jersey.**

**Experience in the following fields:**

**Legal, Medical, Technical, Real Estate, Education, Construction, Hair Salons, & Advertising / Marketing.**

**Experience with the following software:**

**Intuit - QuickBooks, LexisNexis - PC Law, LexisNexis - Billing Matters, Microsoft - Excel, Sage - Peachtree Accounting.**

Regular business hours are M - F, 9am - 5pm.

Emergencies outside of normal business hours will be billed at 1.5 times the normal rate.

## **Our Services Include:**

- **Full Time / Part Time, On-Site / Off-Site**
- **Data entry, invoicing & bank reconciliations**
- **A/P, A/R & payroll**
- **Monthly & year-end closing**
- **Lawyer audit assistance**
- **Trust and estate accounts maintenance**
- **New business formation and tax registration**
- **New business accounting structure setup**
- **Federal and state tax filing**
- **1099 and W-2 forms generation**