

THE INFORMATION MANAGEMENT



The Information Management Group, Inc.
3229 Flagler Avenue, Unit 203
Key West, FL 33040
United States
ph: 305-304-9564
fax: 305-292-0187
alt: 305-304-9564
Info@TheInfoG.com

- [Home](#)
- [Packages](#)
- [Services](#)
 - [Accounting Services](#)
 - [Database Development](#)
 - [Paperless File Maintenance](#)
 - [Training](#)
 - [Consulting](#)
 - [Your Project Assistant](#)
 - [Social Media Management](#)
- [FAQs](#)
- [About Us](#)
- [Contact Us](#)
- [G's Blog](#)

packages

Considering Outsourcing your Accounting Department?

Considering Outsourcing your Bookkeeping?

Fact:

Whether you are a small business owner or large corporation, making sure your accounting is managed right, is essential for success.

How do you hire an experienced, knowledgeable, responsible, and dedicated accountant and/or full-service bookkeeper for a great price?

Outsource it.

I am not talking about outsourcing the work to India, or China, or the Philippines. I am talking about outsourcing the work outside of your company.

Keeping it "tight" has required change. Small businesses, and large corporations are struggling to keep up with the cost demands of keeping their accounting departments in-house. Businesses are taking financial steps that are smart, cost effective, and creative.

You can save your company thousands of dollars by outsourcing your accounting needs. How do you save thousands of dollars? Companies have found savings by outsourcing, because outsourcing means the cut in cost of employee benefits. Benefits that include insurance premiums, retirement investments, paid holidays, sick, and vacation days.

Pick from one of our packages. Services priced to meet your needs, and your company's budget:

- **Corporate Gold Package - \$5,000/month (\$60,000/year)**

\$5,000.00/month (\$60,000.00/year)

- Management and Reconciliation of 3 Bank Accounts
- Management and Reconciliation of 10 Credit Card Accounts
- Unlimited A/P entries a month (less than or equal to 15M/year)
- Unlimited A/R entries a month (less than or equal to 15M/year)
- Unlimited check payments a month (less than or equal to 15M/year)
- Unlimited online payments a month (less than or equal to 15M/year)
- Unlimited Invoices a month (less than or equal to 15M/year)
- Unlimited e-mail correspondence
- Collections
- Bi-Monthly Financial Reports
- Monthly Bank Reconciliations
- Payroll Maintenance
- Tax Payments and Returns: Monthly, Quarterly, and Annual Tax payments and returns charged separately
- Paper, postage, printing charged separately
- Included: paperless file maintenance

- **Corporate Silver Package - \$1,800/month (\$21,600/year)**

\$1800.00/month (\$21,600)

- Management and Reconciliation of 2 Bank Accounts
- Management and Reconciliation of 3 Credit Card Accounts
- 200 A/P entries a month (less than or equal to \$500,000/month)
- 200 A/R entries a month (less than or equal to \$500,000/month)
- 200 check payments a month (less than or equal to \$500,000/month)
- 200 online payments a month (less than or equal to \$500,000/month)
- 200 Invoices a month (less than or equal to \$500,000/month)
- E-mail and correspondence (less than or equal to 100/week)
- Collections
- Bi-Monthly Financial Reports
- Monthly Bank Reconciliations
- Payroll Maintenance
- Tax Payments and Returns: Monthly, Quarterly, and Annual Tax payments and returns charged separately
- Paper, postage, printing charged separately.
- Included: paperless file maintenance

- **Corporate Bronze Package - \$1,500/month (\$18,000/year)**

\$1,500.00/month (\$18,000.00/year)

- Management and Reconciliation of 1 Bank Account
- Management and Reconciliation of 1 Credit Card Account
- 100 A/P entries a month (less than or equal to \$250,000/month)
- 100 A/R entries a month (less than or equal to \$250,000/month)
- 100 check payments a month (less than or equal to \$250,000/month)
- 100 online payments a month (less than or equal to \$250,000/month)
- 100 Invoices a month (less than or equal to \$250,000/month)
- E-mail and correspondence (less than or equal to 25/week)
- Collections
- Bi-Monthly Financial Reports
- Monthly Bank Reconciliations
- Payroll Maintenance
- Tax Payments and Returns: Monthly, Quarterly, and Annual Tax payments and returns charged separately
- Paper, postage, printing charged separately
- Included: paperless file maintenance

- **"I Need To Get Organized" - Package \$500.00**

\$500.00**OPTION 1:**

I have a box of receipts (2 years max) that I want organized and entered on a spreadsheet organized for my accountant

- Vendor file organized - included in price
- Folders, Materials, and Paper Supplies – not included in price

OR

OPTION 2:

I have a box of receipts (2 years max) that I want organized and entered into Quickbooks so I can start managing my bookkeeping using accounting software. [Maximums: 1 Bank Account, Basic programming only – No Programming for retail inventory or sales commission]

- Vendor file organized - included in price
- Folders, Material, and Paper Supplies – not included in price

- **"I Need To Fix My Accounting On Quickbooks" - Package \$1000.00**

\$1,000.00

This package is for costumers who have been using Quickbooks, and through the years have had various bookkeepers with different skill sets.

The bookkeeping is being kept, but the business has grown, and/or changed, and the programming of how the bookkeeping is being managed needs to be reprogrammed to meet current business needs.

- For one bank account only.

- **Training**

1. ***"I Want to Learn How to Do My Own Bookkeeping"*** - Training
 - o Rate: \$300.00/hour

2. ***"I Want to Learn To Be A Bookkeeper"*** - Training

- o Rate: \$300.00/hour

- **Public Speaking Engagements**

\$5,000.00/presentation

Call Today
305-304-9564

Have Questions?

Call today at 305-304-9564 or send us an e-mail at info@theinfog.com.

Copyright 2010 The Information Management Group, Inc.. All rights reserved.

[Web Hosting by Yahoo!](#)

The Information Management Group, Inc.
3229 Flagler Avenue, Unit 203
Key West, FL 33040
United States
ph: 305-304-9564
fax: 305-292-0187
alt: 305-304-9564
Info@TheInfoG.com

close



- ■
- ■
- ■