



## Services

- + Accounting
- + Bookkeeping
- + Payroll
- + Consulting

BMS' mission is to provide small business owners with a comprehensive suite of essential back-office services they need to manage and grow their business. BMS' accounting, bookkeeping, payroll, and consulting services, are designed to be a seamless bundle of services to help you focus on more important things, such as growing your business. We strive to provide you with all these services under one roof, for one low fixed fee.



Business Management Solutions

3030 Woodward Park Way  
Suwanee, Ga 30024

404-354-1375  
[www.BMS1002.com](http://www.BMS1002.com)

Business Management  
Solutions

*Experience you can trust*

VISIT OUR WEBSITE

[WWW.BMS1002.COM](http://WWW.BMS1002.COM)

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## What We Do

All Business Management Services, Inc. (BMS) clients, regardless of the level of service, know they only have to pick up the phone for professional advice and personal support. For some clients, we do all of the accounting - local outsourcing at its best, while others just need one area of our service. We keep your financials in order while supporting you and your employees in doing as much as you want on your own.

We have developed a suite of services that we provide to our clients. Our firm's mission is to offer an affordable range of professional services to all levels of needs your business may have.

In our initial free one hour consultation, on site, or in our office we work together to make sure that what you need is what you get from us.

### ACCOUNTING

- ✚ Financial Statement Compilation
- ✚ Tax Preparation
  - Corporate
  - Partnership
  - LLC
  - Other
  - Payroll (After fact)
  - Sales Tax

### BOOKKEEPING

- ✚ Data Entry
- ✚ Accounts Payable
- ✚ Accounts Receivable
- ✚ Inventory
- ✚ Invoicing
- ✚ Payroll processing
- ✚ Payroll tax compliance

### PAYROLL

- ✚ Full Service Payroll-Online
- ✚ EFTPS tax payment
- ✚ Payroll processing
- ✚ Direct Deposit
- ✚ State and Federal compliance
- ✚ Unemployment claims

### CONSULTING

- ✚ Financial Projections and budgeting
- ✚ Tax Planning
- ✚ Business Plan development
- ✚ Accounting software analysis
- ✚ New business set-up
- ✚ Web-site design

Visit our site  
[www.BMS1002.com](http://www.BMS1002.com)