



INFORMATION THAT WORKS

**BUSINESS
INFOTECH**
SOLUTIONS, INC.

THE BUSINESS INFOTECH PROCESS

To ensure success, every business owner must first understand the financial health of his or her business and the key leverage points necessary to move that company ahead. That's why Business Infotech Solutions provides one-stop professional back office accounting, bookkeeping and part-time CFO support along with complementing add-on services to suit almost every budget. Each client engagement involves a detailed operational review based on two primary processes: sign-up and ongoing.

OUR SIMPLE SIGN-UP PROCESS

1. Client inquiry
2. Needs analysis
3. Quote
4. Agreement execution
5. Client information form completion
6. Client account creation
7. Accounting data file analysis
8. System training
9. Transition action plan design
10. Action plan implementation

OUR ESSENTIAL ONGOING PROCESS

1. Documents delivery to us (fax, upload or email)
2. Document PDF conversion
3. Client notification of document receipt
4. Accounting record update and transaction tagging via electronic document image
5. Query generation and client presentation
6. Query processing by Business Infotech Solutions
7. Internal review by professional staff
8. Records and financials presented 24/7 via customized web dashboard

When you partner with Business Infotech Solutions, you enjoy straight-forward back office support with secure document transmission via fax, upload or email. Clients are able to communicate with us around the clock, printing and signing checks and accessing all records in real-time via a secure web portal. Enjoy enterprise-level support to help your business grow.

What You Will Be Asked To Do:

1. Send us documents
2. Respond to inquiries
3. Print and sign the checks
4. Access financial records via our secure web portal

... and we'll do the rest !