

# Remote Accounting & Bookkeeping

# ABOUT US

At Vijay R Singh and Co., we've been navigating the complex world of taxation, compliance, and auditing for over a decade. With a profound understanding of the startup ecosystem and a rich history of assisting businesses across sectors, we are not just service providers; we are your strategic partners in growth. Our expertise spans taxation, compliances, audits, global accounting, and more, offering a comprehensive suite of services tailored to your success.

# DOCUMENTS & REQUIREMENTS

## Business Information

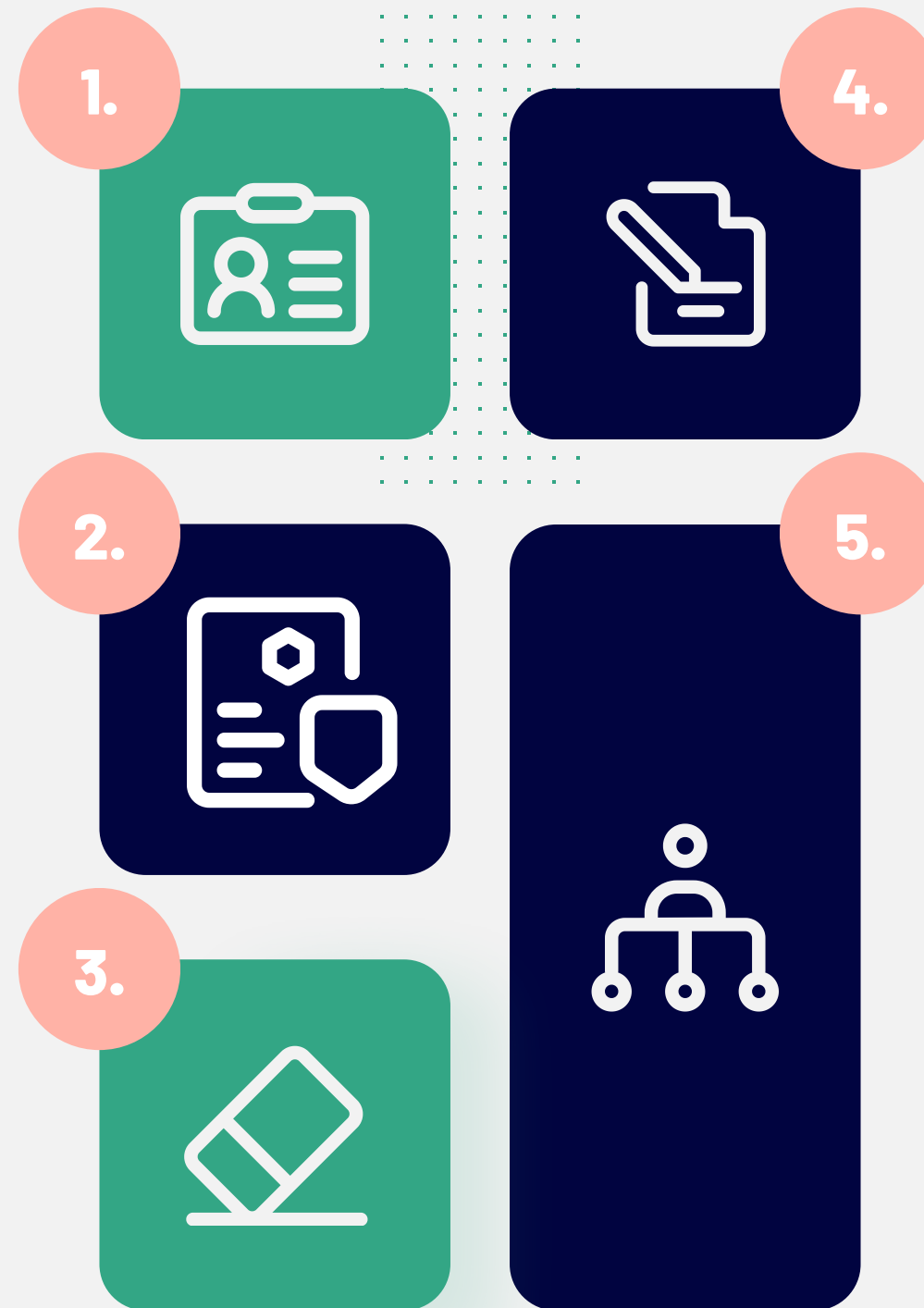
1. Company Formation Documents
2. EIN Confirmation Letter
3. Business Licenses and Permits

## Income & Expense Documentation

1. Sales & Purchase Invoice Records
2. Rental Income Record
3. Payroll records
4. Other Expenses Records

## Banking & Loan Documentation

1. Bank Statements
2. Loan Agreements
3. Repayment Schedule



## Accounts Payables & Receivables

1. Payment Records
2. Inventory Count Sheet
3. Inventory Valuation Record

## Fixed Assets Documentation

1. Purchase Invoices
2. Depreciation Schedules
3. Disposal Records

# WHY CHOOSE US?

## Proven Track Record

A history of satisfied clients and successful financial management.

## Compherensive Services

A one-stop solution for all your accounting and bookkeeping needs.



## Dedicated Support Team

Responsive and reliable customer support to assist you at every step.

## Transparent Pricing

Clear and competitive pricing with no hidden costs.

## Personalized Approach

Tailored services to fit your unique business requirements.

# WORKFLOW PROCESS

## Daily Tasks

1. Transaction Recording

## Monthly Tasks

1. Financial Statement Preparation
2. Payroll Processing
3. Sales Tax Reporting
4. Budget Review

## Annual Tasks

1. Year-End Financial Statements
2. Tax Preparation and Filing
3. Budgeting and Forecasting
4. Audit Preparation

## Weekly Tasks

1. Bank Reconciliation
2. Account Payables and Receivables
3. Cash Flow Monitoring

## Quarterly Tasks

1. Estimated Tax Payments
2. Financial Review
3. Regulatory Filings



# POINT OF CONTACT

For immediate concerns or detailed discussions, please feel free to reach out to CA. Vijay Singh directly. We are committed to providing the highest level of service and ensuring a seamless experience for our clients.

We look forward to a fruitful association.

Primary Contact:

CA. Vijay Singh

Email: [info@cavijaysingh.com](mailto:info@cavijaysingh.com)

Phone: 91-9860723959