

# Accounting Outsourcing Services for UK firms



## Isn't it time to outsource?

“Now more than ever a real chance to grow your business with knowledge and trust that you got a flexible team to support all your plans”



**Integra Global Solutions**

[www.integraoutsourcing.co.uk](http://www.integraoutsourcing.co.uk)

 020 7993 8112

# How does the process work?

## Option 1

### Step 1

- You scan, email or fax all the source documents. (We will help setting up this)
- OR**
- Post it to our UK scanning house.

### Step 2

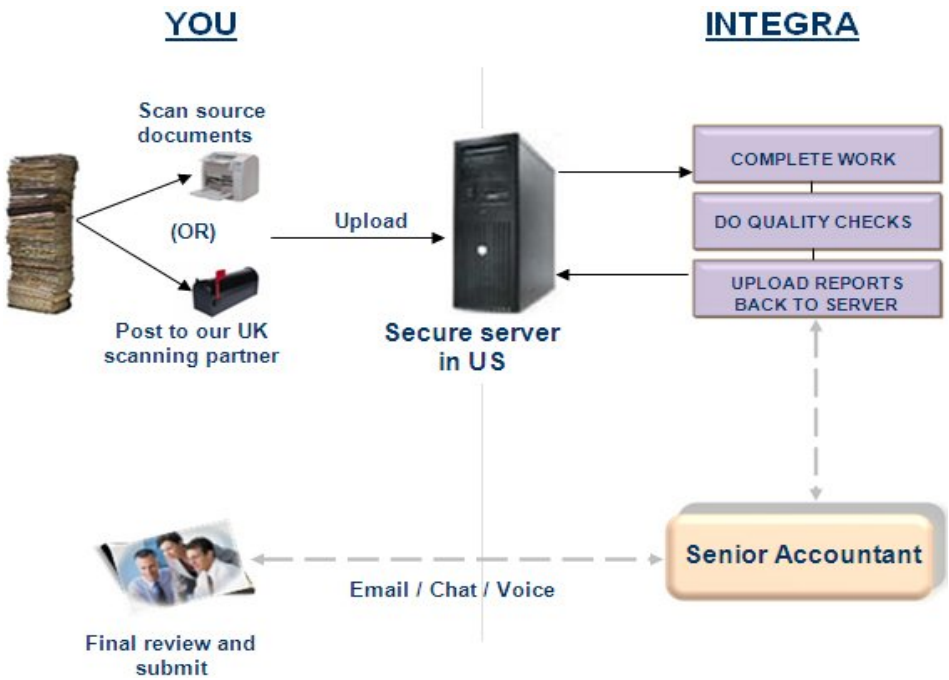
- Your team (exclusively assigned to you) update you the status of the received documents.
- Start work on your tasks using software & formats of your choice.

### Step 3

- The team leader updates you the status. If needed, sends you a list of questions & seek clarifications.

### Step 4

- Management reports, back-ups are prepared, Quality checked and uploaded to your server.
- You review the reports & submit to necessary authorities.



“Proven Concept, Accepted by Industry”

The whole process is fully transparent and is aided by the use of our secure client portal. You will be assigned an exclusive area & the status updates are made everyday & you can continually monitor the work progress. You will know every update by the hour and all the while you can chat/speak/mail to your assigned team leader.

## Option 2

Alternatively, here is another choice if you don't want information to leave your office:

1. Scan and upload the documents to your system.
2. We will remotely login to your systems and complete all your work.
3. You just review the work & send us the feedback.

We will support you in the whole process and be an extension of your office. Our Staff will literally be your virtual staff dedicated for all your tasks.

## Your Benefits

### Reduce cost

- Fully qualified bookkeeper for just £4.95/Hr
- Eliminate hiring / training expenses & overheads
- Reduce your fixed cost & replace it with a variable cost

### Quickly Expand

- Instant access to trained resource to support your growth
- Gain instant advantage over your competitors

### Value added customer service

- Open your 24/7 office, Overnight turnaround
- Extend online services to your customers

### Increase Revenues

- Focus on more revenue generating tasks
- Spend more time on sales & customer interactions


### Exceptional Quality & Security


- Trained professionals to meet highest quality standards
- Highest security & data protection measures

### Stay ahead of competition

- Technology know-how to out-smart your rivals
- Consistently maintain your competitive edge

**“Open your 24/7 Office”**

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## Free Document Management System (for Accounting Firms)

If you want an exclusive DMS (document management system) just ask us. We will integrate a fully functional DMS designed for accountants to your own website.

You can extend value addition of secure online access of their accounts to all your customers and it will be fully controlled by you. Your clients can view the progress, upload new documents, communicate notes & securely access all their reports.

## List of our services


- Book keeping
- Payroll
- Invoicing
- Bank reconciliation
- Accounts receivable/payable
- VAT invoice entry
- Daily, weekly or monthly record updates
- Write ups
- General ledger maintenance
- Records data entry
- Reports and analysis
- Inventory accounting
- Management reports
- Preparation of financial statements
- Taxation

## Software used

- Sage
- Quick Books
- VT Accounting
- IRIS
- MYOB
- Peach tree
- Many more

“Overnight Turnaround, Exceptional Quality”

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## FAQ

### **We are a small accounting firm. Will outsourcing work for us?**

Yes. It works perfectly fine. You will be surprised, it is much easier to outsource when you are smaller, as you have direct control. We work with many small accounting firms in UK & we give same level of care and attention to all our clients irrespective of their size.

### **How does scanning work and how do you scan check stubs? Do you have any other alternatives?**

These days high speed scanners (30-40 pages/minute) are available at cost effective prices (from approx £500) and they scan everything from small receipts, visiting cards to large documents. It is very easy to install, operate and we can also help you set this up. All you need is a minimal effort from one of your admin staff to scan, upload the documents. Check stubs can be attached to A-4 sheet for scanning or you can just write them down in a paper & scan it.

Alternatively, you can use our scanning partner in UK and their special charges for us is just £ 0.3p-0.5p/page. You can securely post everything within UK and get it back in guaranteed delivery after scanning.

### **Can we have an exclusive team for us?**

You can have your own team that works to your directions, handle all your work and effectively be your back office. You can visit our offices for one-to-one interactions, conduct on-line training, and use them for any admin tasks and so on. You get all the freedom of your own staff, but no overheads and reduced costs.

### **How can we communicate with (y) our offshore team?**

You can communicate through instant chat, e-mail and phone. From your designated team a senior member will be online most of UK time and so you can get to talk to them instantly. It is just like having a colleague at your own office.

### **How will you resolve any of your queries? Will you ever talk to our client directly?**

No. We will never talk to any of your clients. You will be the only point of contact for us & our service level agreement clearly mentions this. Regarding the questions, we will make a list and send it to you, and you can direct them to your client, get the answers back and forward it to us.

### **How does it affect our existing set-up?**

Your existing set-up remains the same. Our service is an improvisation of the current process to get it work economically and more important, efficiently. Outsourcing, work seamlessly, whereby we handle all your routine back-office tasks allowing you to spend more time to spend with your clients, focus on sales and expanding your business.

### What about your data security measures?

Our security standards are very stringent. We use a highly secure online portal to transfer the documents using secure protocols as followed by banks and financial institutions for transferring their information like credit card information etc. All our data is stored in highly secure servers located in USA.

We strictly follow the principles of Data-protection act and privacy policy. Every employee is bound by confidentiality and non-disclosure agreements. Besides, they do not have access to printers, floppy disks, CDs, or writing medium at our operations center. We do everything to ensure your 100% peace of mind.

### Do we have to sign any binding long term contract?

No. We clearly understand that outsourcing services are based on a mutually co-operative and successful engagement of both parties and so we believe in flexibility and so do not want to tie-in our clients with any binding long term contracts. However, if you are happy with us and require a long-term contract, we are happy to do so.


### Do you offer a FREE trial?

Yes. We offer an absolutely No-obligation FREE trial of our services. Take advantage of our FREE trial offer and get an insight into our quality, service levels etc., for free of cost.

## Rates

	Full Time	Part Time	Hourly
<b>Billable hours on your project</b>	160 hours/month Full time dedicated staff.	40 to 120 Hours/month	Up to 40 hrs/month
<b>Bookkeeping Price</b>	£4.95/hr	£5.49/hr	£5.95/hr
<b>Final Accounting Price</b>	-	-	£7.50/hr
<b>Set up</b>	Free	Free	Free
<b>Custom Projects</b>	Yes	Yes	Yes
<b>Monthly Analysis Reports</b>	Free	Free	
<b>QuickBooks/Sage Software set up</b>	Free	Free	
<b>Tax Preparation</b>	Free		
<b>Support (chat/email/phone)</b>	Unlimited	Unlimited	Unlimited

**“Highest Security and Data Protection”**

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## How much do you save?

Service	In house	Us	You Save
Bookkeeping/hr	£15-25/hr	£4.95/hr	60% or more
Full time accountant	£2000/month	£792/month	60% or more
Half time accountant	£1500/month	£549/month	60% or more
Other Overheads	Min 20% of Salary	None	100%

## Our Difference

- ✓ Local UK office for instant support, immediate transition and technical help
- ✓ Years of outsourcing experience, excellent customer satisfaction
- ✓ 120+ accounting experts trained for all your needs
- ✓ Guaranteed service levels, typically 12 hour turnaround
- ✓ Reliable business partner for years to come

For more information on how our services can positively impact your business, contact us at:

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“Make your move before your competition does”

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