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Book-Keeping

Book-Keeping Training

Legal Cashiering

We do:

- Sales & Purchase Ledger
- Bank Reconciliations
- VAT
- Payroll
- Year End Returns
- Manual systems
- Computerised systems
- Perfect Books, Cognito, Alpha Law & others
- Set-Up systems
- Training

Part time, Ad-hoc, As & When

In house or Collect & Return

Reasonable Rates

Boogles Ltd provides book-keeping services for solicitors, individuals, sole traders, limited companies in the London & South East area. We are in the process of franchising the business across the UK.

Boogles Ltd offers a comprehensive range of services to support the business owners and managers that need to free up time to concentrate on running their business.

Services include: Financial Administration, Company Secretarial Services, Book Keeping, Budget Preparation, Cash Flow Forecasts, Monthly Variance Analysis, Company Formations, Setting up new companies on IT accounts packages, Implementing a Book-Keeping system that is simple and works. In addition, we work closely with accountants to provide Year End Accounts & Tax Advice.

Our aim is to support businesses & solicitors through the entire business process. We want to assist you in making life simpler.



**B O O G L E S L T D**

Fitzroy House - 3rd Floor, Abbot Street,  
Dalston, London, E8 3DP

Tel: 0844 8844 622

Fax: 08712 449 500

Web: [www.boogles.org](http://www.boogles.org)

Email: [admin@boogles.org](mailto:admin@boogles.org)

YOU LOOK AFTER THE BUSINESS,  
WE LOOK AFTER THE BOOKS

## Boogles Ltd Book-Keeping Service



B O O G L E S L T D

Tel: 0844 8844 622

# The Boogles™ Mission

The mission of Boogles Ltd is to be the number one leading provider of hassle-free legal book-keeping services to solicitors in the London & South East area.

Boogles is dedicated to building long-term relationships with clients through providing excellent book-keepers with the financial and technical competence to help take the company in the direction that they wish to go in.

At Boogles Ltd we believe that many entrepreneurs and business owners start a business due to having a great idea, seeing a gap in the market and/or pursuing a dream.

## Problems

However, as there is a lot of government filing obligations, SARs rules etc., to meet — some solicitors can get bogged down by all the red tape.

And often, either the solicitor finds themselves spending more time than they would like on balancing the books, or someone else (employee, friend, family member) is roped into doing a job that they don't really like or understand. This is where Boogles Ltd would like to help.

## Our Motto

"You Look After The Business, We Look After The Books."

## The Solution

Our role is to take all the stress out of the book-keeping process, so that you don't need to be constantly worrying about it. We'll ensure the appropriate returns are filed when required, and that your business is on track.

We can do the book-keeping (part time, ad-hoc, as & when) - leaving you free to concentrate on doing what you do best...building the business and making sales etc.,

Unlike 'accountants' you don't have to wait for a year to see how well your

business is doing, because we'll provide you with management reports (monthly, quarterly) so that you are still keeping an eye on the books, and so that you know and understand what is going on in your own business.

We are a network of book-keepers, and so are positioned to assist each other in different organisations as & when required. In addition, we can always fill a post temporarily, if your usual book-keeper was unable to come in.

Boogles Book-Keepers bring their experience from a wide variety of different industries, which we have found to be beneficial for clients.

We are founder members of Core Legal. See: [www.CoreLegal.net](http://www.CoreLegal.net)



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