

**CALL TODAY
FOR A FREE CONSULTATION**

703-366-3444

**E-mail: sareenak@monumental.com
or**

FAX THIS PAGE TO: 703-366-3417

Interests:

- Accounting & Bookkeeping
- Legal Structure
- Payroll Services
- Business or Personal Taxes
- Other
- No Cost, No Obligational Meeting

Name _____

Business Name _____

Phone: Daytime _____

Evening _____

Cell _____

E-mail _____

WHO DO WE SERVE

1. Small to midsize businesses with annual revenues from zero to \$25 million

Some of our clients are in the following businesses:

Advertising	Import/Export
Appliance	Interstate Trucking
Appraiser	Lawn & Landscape
Automotive Repair	Manufacturing
Beautician	Marketing
Cleaning Service	Medical/Dental
Communications	Optical
Computers	Personnel
Contractor	Plumbing
Construction	Printing
Disposal/Trash	Real Estate
Dry Cleaning	Restaurant
Engineering	Retail
Entertainment	Security
Franchising	Signs
Gov't Contracting	Tattoo Parlor
Hair Styling	Service Station
Hotel/Motel	Sewer & Water

2. Non-Profit Organizations

3. Trusts



**10702 Vandor Lane
Manassas, VA 20109
(703) 366-3444**

SAREEN & ASSOCIATES INC

*Tax, Accounting, Payroll
& Business Counseling*



- One of the 50 largest accounting firms in Washington, DC Metro Area*
- Our clients rate us as #1

* Per Washington Business Journal dated January 28, 2005

OUR HISTORY

Founded in 1993 to turn around small to midsize businesses that were losing money. With 30+ employees and 3 Virginia locations, we coach our clients in cash flow management, profit margin controls, tax and business strategies.

OUR VISION

To be the premier tax, accounting and management consulting provider to small and midsize businesses.

OUR PHILOSOPHY

Stabilize your growth by bringing balance to your organization. A chain is only as strong as its weakest link. We identify and strengthen the various links in your business so that you can stay focused on doing what you do best.

WHY WE ARE EFFECTIVE

We Believe In:

1. The KISS Formula
Keep it Simple & Straight for our clients
(No complex accounting procedures).
2. The 5 P's
Proper Planning Prevents Poor Performance.
3. Eating an Elephant one bite at a time.
Getting things done on a monthly basis rather than accumulating/getting behind.

WHAT SERVICES WE PROVIDE

ACCOUNTING & BOOKKEEPING

Income Statements and Balance Sheets
Bank Reconciliations
Accounts Payable/Receivable

TAX PREPARATION & PLANNING

Corporate Taxes
Individual Taxes
Sales Tax/Business Lic./Personal Prop. Tax
Estimated Taxes
Tax Analysis & Planning

TAX PROBLEM SOLVING

Tax Liens/Levies releasing
Negotiations/Payment plans with IRS/State
Tax Returns delinquent and multi-state

PAYROLL

Complete Payroll Services
Printed Paychecks
Detailed Pay Stubs
Payroll Journals/Reports
Monthly, Quarterly & Year End Taxes
W2's & 1099's
Direct Deposit
Electronic Filing

BUSINESS CONSULTING SERVICES

Strategic Planning
Budgeting, Cash Flow Analysis
Internal Controls
Management Consulting
Employee Motivation/Incentive Planning

OTHER SERVICES

Incorporations
Loan Packaging & Proposals
Collections
General Counseling

HOW MUCH DO WE COST

Our Fees Depend On:

1. Number of Transactions
2. The condition of your Records
3. The services you want us to provide

FOR YOUR INFORMATION

Two Reasons why the “Do-It-Yourself” approach to accounting/taxes usually does not succeed:

1. Already Busy - Delegating bookkeeping/tax forms filing to owners/staff/spouse who are already busy leads to more frustration than results. They literally don't have the time to take on this type of task.
2. Lack of Expertise - Most owners/managers lack the knowledge to maximize their tax deductions legally or improve the net profit.



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