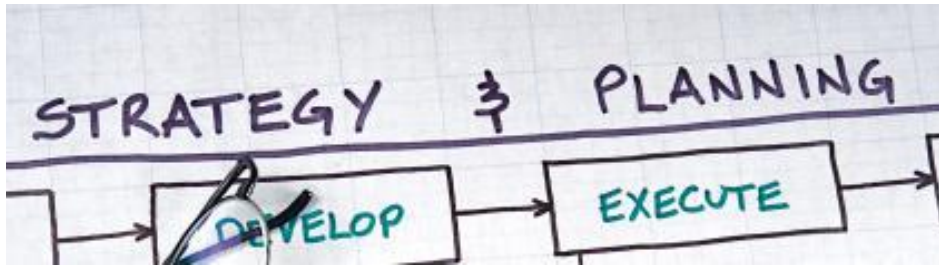




# Outsourced Finance & Accounting Services



## THE ANA PROCESS

### Enterprise-Level Support Solutions by Alan Neal & Associates, Inc.

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 forward. That's why Alan Neal & Associates, Inc. (ANA) provides one-stop professional back office accounting, bookkeeping and part-time CFO support along with complementary 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

- Client inquiry
- Client information form completion
- Accounting data file analysis
- Needs analysis
- Quote
- Agreement execution
- Client account creation
- Transition action plan design
- Action plan implementation
- System training

### Our Essential Ongoing Process

- Document delivery to ANA (upload or email)
- Document PDF conversion
- Client notification of document receipt
- Accounting record update and transaction tagging via electronic document image
- Query generation and client presentation
- Query processing by ANA
- Internal review by professional staff
- Records and financials available 24/7

**Call us today for a FREE analysis of your accounting system!**  
**(423) 756-4076**

### Benefits

- .....
- Affordable bookkeeping and accounting
- Financial and technical expertise
- Access to your business financials 24/7 via secure web portal
- Safe, secure data transmission and storage
- Scalability of services to assist with peak business periods

**“The breadth and depth of services Alan Neal & Associates, Inc. offers is pretty amazing. What’s even more amazing is how well they perform them. They allow me to do what I do best which is financial analysis and strategic planning, not programming or accounting.”**

**Jack Head, Treasurer  
Air & Hydraulic Equipment, Inc.**

### About ANA

Businesses who are positioned for growth turn to Alan Neal & Associates, Inc. for scalable, single source business solutions. We provide small to mid-sized businesses with a full range of accounting services, ranging from bookkeeping to CFO services, as well as, accounting systems automation and integration.