



## **OUR MISSION**




Our mission is to help our clients build, advance and prosper by providing them with a wide array of professional business and individual services, products, and solutions to help them better manage their finances and employees. We endeavor to provide superior client service and build long-term client relationships.

Our unwavering commitment to our clients is equaled by our commitment to our associates and our focus on improving shareholder value. We maintain a professional culture that is supportive and motivating, fosters and rewards high performance, and creates meaningful and conducive career opportunities.

## **OUR SERVICE PROMISE**

### **Quality, Attentive, Responsive Business Services**

**We pledge to provide quality, attentive, responsive business services.**

-  **Individual Attention:** We treat each client with the utmost care; develop and maintain a strong personal relationship; provide service with a commitment to professionalism, trust and the highest level of personal and professional integrity.
-  **Responsive:** We respond to a client's urgent need immediately; return all voice call and e-mail communications within 24 hours; deliver and review all work products on a timely and as agreed basis.
-  **Proactive:** We are committed to understanding the goals and needs of our clients, responding to such needs with our best service, advice and products. We strive to provide our clients with innovative solutions and opportunities to advance and grow their business.

## **OUR GUARANTEE**

IF YOU ARE NOT SATISFIED WITH OUR RESPONSIVENESS AND THE SERVICE WE HAVE PROVIDED, TELL US IMMEDIATELY—WE WILL CORRECT THE SITUATION TO YOUR SATISFACTION.

## **OUR SERVICES**

### **Accounting, Tax and Management Consulting Services**

Doxix Accounting, Tax & management Consulting Services include but are not limited to general Bookkeeping, Payroll, and traditional accounting engagements, like business taxes, financial Statement Preparation, management consulting. Many people think that accounting is done in the past tense, as in "Last quarter, the company earned..." But operating officers and managers of successful businesses know that they spend as much or more time working with their accountants and consulting service providers on current decisions and future goals as they do on quantifying and reporting the past.

#### **Our Core Services**

1. Accounting Services – Accounting System Setup, Computerization, Software Packages.
2. Taxation – Tax Advisory, Tax Planning and Filing returns.
3. Management Consultancy Services
4. Mortgage Finance Consultancy Services

## Accounting Services



Doix Consult is able to provide services for all levels of businesses, from start - ups to mature corporations. Our dedicated team has expertise ranging from business formation through corporate dissolutions.

Doix Consult Services include but are not limited to general Bookkeeping, Payroll, Value Added Tax and Financial Statement Preparation. Whether you complete your books on a monthly, quarterly, or yearly basis for year - end tax returns and financials, we are able to provide you with a cost effective solution for all of your accounting needs.

Accounting Services are an essential part of any business, and Doix Consult strives to work with accounting and other cross functional departments to ensure they are a key partner in the decision making process. Our services can help your business be more profitable through efficiency and leave you more time to do what you do best, run your business.

### Bookkeeping and Accounting Outsourcing

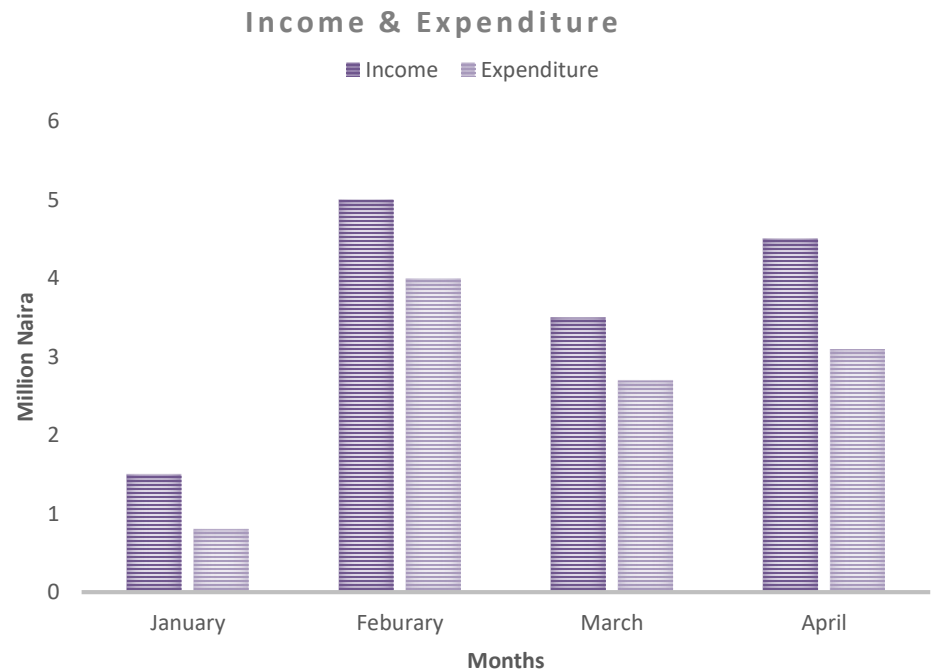
More and more, businesses are finding the advantage in outsourcing bookkeeping and accounting to financial consulting solutions experts. By reducing bookkeeping accounting demands on your administrative staff, you free them up to support other areas directly related to your clients, your sales, your products and services, your marketing, and your business! Your business' competitive edge can depend on your company's ability to manage many areas of expertise that are not your business, but are the business of doing business.

## Bookkeeping Accounting Services

Setting up, maintaining, staffing and monitoring monthly bookkeeping, accounting and payroll tasks and services is one of those areas that grows as your business grows and often reaches a point of demanding a disproportionate percentage of your business Income. Our bookkeeping and accounting specialists can help correct this imbalance. We can perform your monthly, quarterly and annual accounting and bookkeeping tasks, or we can supplement your current staff to lessen the drain on administrative time. We can customize a package of services that is priced to keep you competitive in your marketplace, while taking this headache out of running your business.

## Monthly Bookkeeping and Accounting Outsourcing Options

- Designing and installation of financial accounting and cost accounting systems
- Account receivable – prepare list of client outstanding (trade Debtors)
- Bills payable – prepare list bills payable
- Record receipts – prepare bank deposits and input credits
- Payroll – compute and prepare salaries/wages and pay slip
- Prepare personal income tax
- Prepare bank reconciliation
- Generate trial balance and financial statements
- Periodic preparation of financial statements, together with relevant schedules



# Accounting Software Solutions



## Business Accounting Software Consultants

Doxix accounting and technology professional consultants can work with your management, finance and accounting staff to screen, select, and custom install an accounting software solution that is best suited to your business. All software solutions are customized for you. And, our business software consultants provide you with complete technical support, installation and training by experienced accountants, as well as hardware procurement. Your company's accounting software should reflect an integration of business process, technology and finance/accounting requirements to support your business and accurately report your business position.

## QuickBooks and Peachtree Accounting Software Consultants

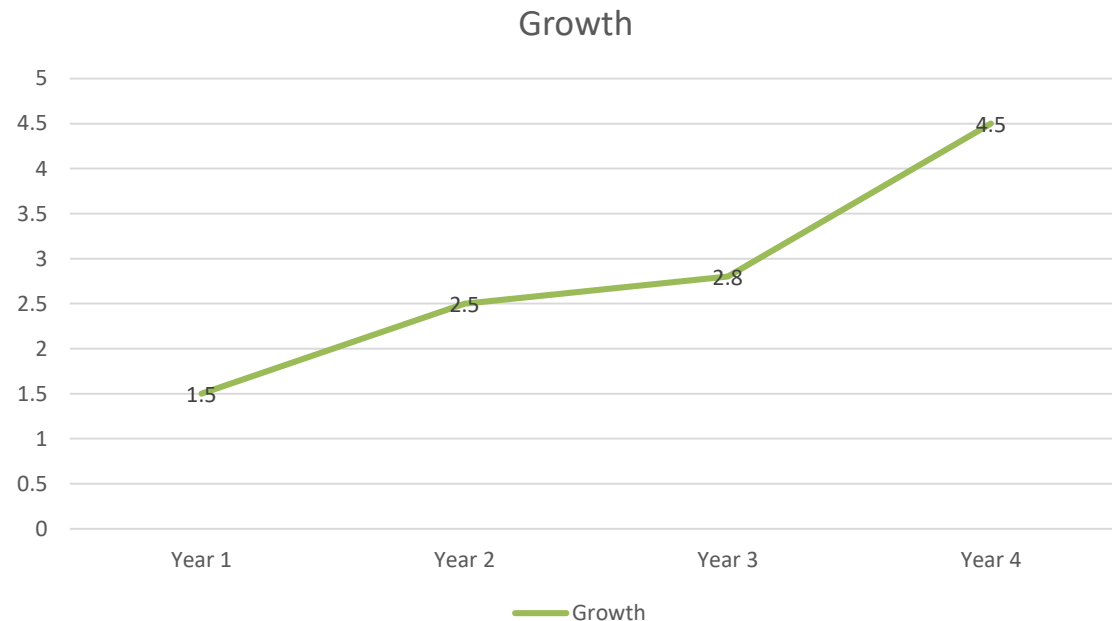
Doxix can help you easily integrate QuickBooks and Peachtree, two of the most popular and widely used general business accounting software programs, into your business as it relates to Inventory management, Point of Sales (POS), Asset Register and Pay roll system. Doxix accounting software consultants are well experienced in QuickBooks and Peachtree implementation and training in or out of your office.

# Start-Up Services

## Accounting Outsourcing (Special) for Start-Up Businesses

Doxix accounting outsourcing specialists can provide guidance regarding costs and benefits of the choice of business entity, including tax ramifications, legal protections and various employee benefits options for start-up businesses. We can help complete and submit federal and state applications for identification numbers, as well as assist in the application process for business licenses. Additional services include:

- assure accurate bookkeeping
- give valuable opinions on accounting and database software selection, customization and implementation
- set up the chart of accounts and provide staff training for newly implemented procedures and software
- customize a package of services that are competitively priced while taking the risk out of running your business



## **TAXATION**

### **Tax Services**

Only two things in life are certain - death and taxes. And when it comes to tax laws, only one thing remains constant - change. Although we all have the duty to pay the taxes we owe, no law requires that we leave a tip. With that in mind, the tax professionals at Doxix Consult work closely with you to identify and evaluate tax planning opportunities and make sure you do not pay any more taxes than is rightfully due.

Doxix has the extensive expertise to assist businesses, individuals and tax-exempt organizations navigate the complex tax landscape. Our proactive approach, comprehensive range of technical skills and commitment to excellence distinguish Doxix Consult from the competition.

Our seasoned tax professionals value client interaction and strive to build a relationship as your trusted partner on a broad range of tax matters impacting your future. Invite us to the table and you'll see that everything we do has a single focus - your success.

### **Tax Services for Businesses**

In today's complex tax landscape, even the most sophisticated companies may not have all the answers. With the growing body of tax laws and regulations, and the understanding that no two businesses have exactly the same needs, it is important to have a trusted advisor you can turn to for the timely and knowledgeable expertise you need to supplement or outsource your tax compliance and consulting efforts. Doxix Consult offers the sound business tax services you need through our seasoned technical resources and tax specialists.

Our specialists are equally adept with the countless rules impacting corporations, partnerships, professional entities and sole proprietorships. Our extensive business services include:



## Tax Services for Individuals

Tax planning for individuals is an important aspect of family wealth and retirement planning. At Doxix Consult, we believe it is vital to understand where our clients are today and where they want to be in the future. By gaining this understanding of your goals and objectives, we can work with you to design tax planning strategies geared to help you achieve your short and long term goals. Our specialists stay apprised of the most current tax laws and know how to implement strategies to maximize the tax benefits available, while recognizing the impact of negative provisions. We pride ourselves on creating strong, lasting relationships with our clients so we can help you as your needs and/or circumstances change.



Our services include:

- Business succession planning
- Charitable giving
- Education planning
- Executive compensation
- Expatriate
- Family estate & gift planning
- Personal financial planning
- Personal tax return preparation
- Retirement planning
- Year of end tax planning

## Tax Services for Tax-Exempt Organizations


The world of nonprofit organizations encompasses a completely separate and unique set of tax rules unrelated in many ways to those governing businesses. Steep penalties threaten the health of nonprofits at every turn. Anything from fundraising - to investing - to the distribution of funds to accomplish the organization's core mission can trip up the unwary. Doxix Consult understands the complexities of the tax-exempt world and offers a comprehensive menu of solutions, delivered by our nonprofit tax specialists.


Our services include:


- Assistance with multi-organization structures, including for-profit subsidiaries, foundations & joint ventures
- Consultation regarding FIRS required reporting to donors
- Executive compensation planning & reporting
- Exemption application assistance
- Internal control development, documentation & implementation
- Prohibited transaction analysis
- State & Local Government tax assistance




### CONTACT US

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