

At the end of each month your expenses need to be sent to our office in the trip envelopes which are completely customizable and which we provide. Postage prepaid mailers are available (at cost and upon request. Depending on the services you need, please provide the following:

- Mileage summary by state (for IFTA reporting)
- Fuel receipts (for IFTA reporting)
- Copy of cab cards (for permitting and Form 2290)
- Copy of authority, insurance and W-9 (for securing brokered loads)
- Driver logs (for log review/audit readiness)
- Invoices and settlement statements (for settlement review/reconciliation)
- Bank statements (for reconciliation and financial reports)
- Receipts for deductible expenses that you paid for in cash or by credit card (for financial reports)
- W-4 and payroll information (for payroll and quarterly reporting)

The summary on the outside of the trip envelope should contain a recap of your loads, receipts and miles travelled (by state and overall.) Your summarized envelope and receipts will be returned to you each month along with blank envelopes for future use. You need to keep your envelopes, receipts, and financial information for a period of three years in the event the IRS wants to audit your records. Driver logs need to be kept for a period of six months.

If you are a full-service (retainer) client, you will receive (almost) ALL of the above services as well as two-page Financial Statement summarizing how well you are doing as an owner/operator on a regular basis... and all questions are answered free of charge. For a retainer time/cost estimate, please let us know the scope of services which you are interested in.

We offer a \$25 credit for each new customer referred by a current client and we provide a wide range of additional services - just call us at 888-855-7925 and ask!

Experienced/Insured/Bonded... and snotty bookkeepers work elsewhere!

Pricing/References gladly provided upon request...

Members of:



*Credit card or pre-established funds required.

^{1,2}Services must be pre-paid due to the amount of work necessary prior to report completion.