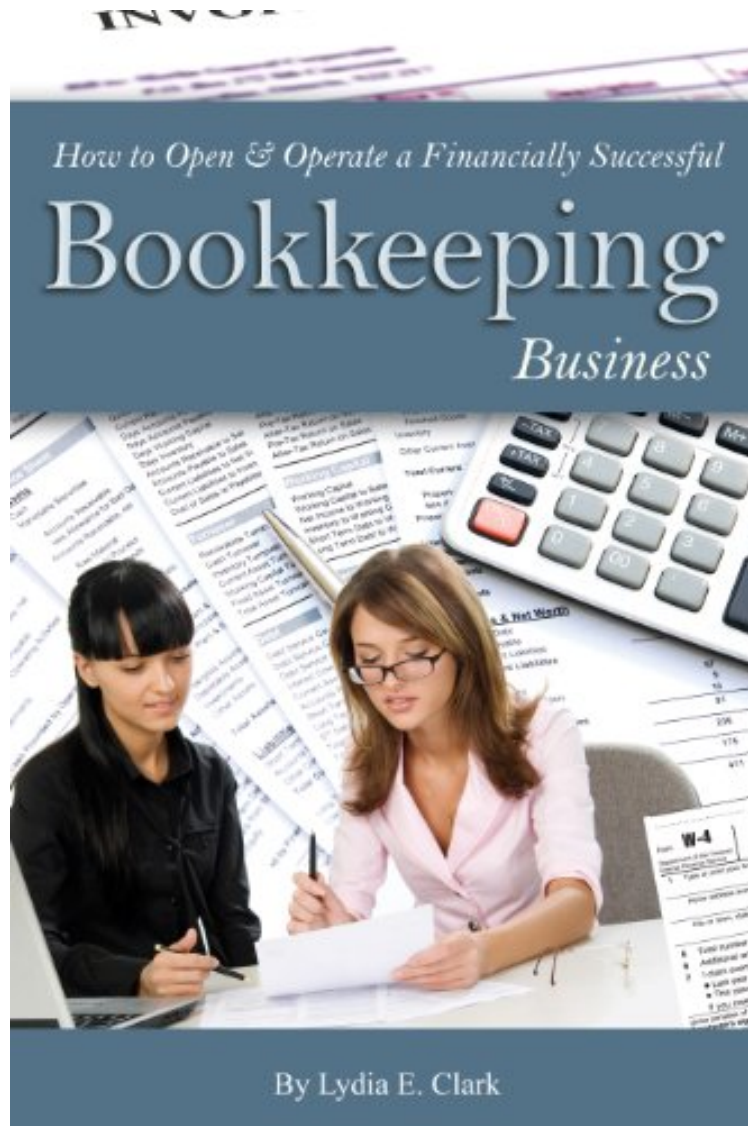


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Lydia Clark

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After explaining what clients look for in a bookkeeping service, this small business guide advises how to choose a business structure, decide which services to offer, build a website, organize client files, and track time. Common journal entries and inventory methods are also reviewed. The CD-ROM contains sample business forms and a business plan in Word format. --Book News Inc Oct 2011 About the Author