



ASAP

Catalog

“Your financial **Success**
is our
Priority”

ASAP

Volume 1, Issue 1

“Your Financial Success is Our Priority”

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Mission Statement

As a company, our first and main focus is to provide each and every one of our clients with the same amount of assured quality and personal experience. Through unfailing excellence and a determined work ethic, we will build a foundation of trust and an unbreakable bond with the clients that we serve.

Code of Ethics

- Honesty and Integrity
- Professional behavior
- Confidentiality
- Fair business practices
- Respect and fair treatment



Objectives

- To offer financial assistance, such as auditing, to other VE firms in New York City.
- To build trust and loyalty through high quality services.
- To ensure that every client is provided with the confidentiality that they deserve.
- To create an unbreakable bond with each of our clients.



Services

(Charged based on an hourly basis)

Compliance Auditing	The process that ensures the compliance of all governmental laws by the company in their financial statements.
Financial Forecasting	The process through which auditors advise companies on the company's financial status in the future.
Consultation Reviews	Requests from companies to auditors about financial help and advise.
Special Investigations	The process in which auditors investigate a company for thefts and illegal activities.
Litigation Services	A process in which auditors enforce that the companies follow the laws enacted by the government.
International Services	Services which are provided overseas as well as nationally
Consulting	<p>An ongoing Communication between clients and consultants. This process includes identifying and analyzing the client's needs and problems.</p> <ul style="list-style-type: none">• Advice/Tips• Preparing Schedules• Keeping track of expenses• Updating your company spreadsheet

Seminars

How to fill out tax forms	ASAP employees will assist clients in completing tax forms such as, W-3, W-4, W-7, 1040, 1040-EZ, and 4868.
Financial Management	Clients are introduced to topics such as savings accounts, bonds, and investments. In addition to this, clients attending college will begin to comprehend the ways in which they can manage their money to support themselves through college.
Risk Management	This will allow one to comprehend every aspect of their business through a structured approach to managing uncertainties about your business through, risk assessment, and developing strategies to manage it.
Management Development Skills	Clients will develop and refine effective management skills to strengthen the present state of the company in order to build for the future of their firms, and how they will be able to survive in the business world.
Asset Protection	Information will be given on how a company can protect and conserve the entities of their business where we will assist you on structuring an effective plan on how preserve your company's assets.

Service Order Form

Name: _____

Company name: _____

Company Address: _____

City _____ State _____ Zip _____

Contact number: _____

Email _____

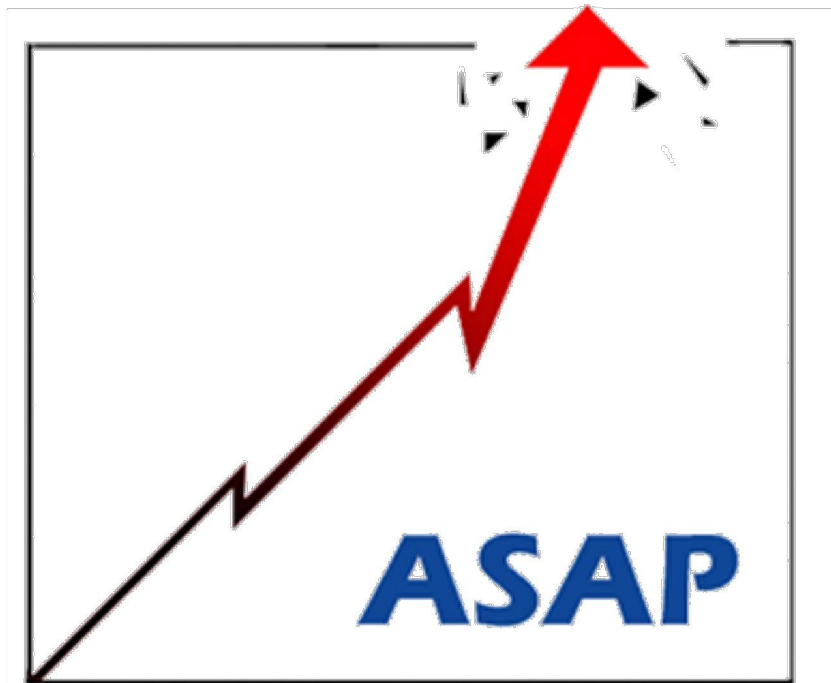
(Place Check in Box)

Seminar	Price	
How to fill out tax forms	\$200.00	
Financial management	\$200.00	
Risk management	\$200.00	
Management development skills	\$200.00	
Asset protection	\$200.00	
Total		



Signature _____

(For Auditing services or any further questions please contact us at: 718- 389- 3749)



ASAP

Contact Information

30-20 Thomson ave

Long Island City 11101

Tele: (718) 389- 3749

Fax: (718)-389-3724

Email: vasap@schools.nyc.gov