

Monthly Newsletter

AssisTAP is owned and operated by Colleen Davidson. I strive to provide all my clients with best service possible. Administration is a passion, multi-tasking is fun and ensuring all clients are satisfied, is my ultimate goal.



Why limit your growth by spending valuable time completing tasks which you are not specialized in. We are here to take that burden from your plate and giving you back the time to focus on growing

your business. AssisTAP is virtual senior level administration, with over 20 years’ experience working in major corporations. Your company would benefit from this knowledge without the incremental costs for benefits, deductions, headcount, hardware and the list goes on. **You only pay for the work.** We can provide you with the tools to make your business run smoother and providing you with a professional image.

Branding is crucial to business and having your image on all your documentation will enhance your business exposure. To obtain a clearer understanding of your overall business; formatted spreadsheets with formulas can show growth, expenditures, inventory etc. providing you the knowledge for next steps. *Call or email us on how we can help.*

Tax Time – Are you prepared?

Just the word “Taxes” sends people squirming. We can help, take some of that feeling away. Let us enter your receipts into an Excel workbook with monthly spreadsheets, which are categorized by type of expense. It will give you a clear picture of all your



expenditures prior to going to your accountant. Not only will you save the high cost of your

accountant entering the data, but the workbook can be formatted to accommodate future entries.

Welcome Darlene Cordingley



Darlene brings over 20 years’ experience in bookkeeping. Her dedication and attention to detail make her the perfect fit to partner with AssisTAP.

For all your bookkeeping needs please contact her at 416-684-0053

You will see us advertised here...

- www.assistap.com
- Facebook - @VASSISTAP
- Uxbridge Networking Group (Spring /Summer)
- Facebook Pages– Brock, Uxbridge, Kawartha Lakes, Orillia and Newmarket
- Varage Sale – Uxbridge, Port Perry, Kawartha Lakes, Sutton, and Brock
- LinkedIn – Colleen Davidson





Assistant to All Professions



Feeling Overwhelmed With Your Administrative Tasks?
No Time To Focus On Building Your Business?



We Can Help...

With All Your Administrative And Bookkeeping Needs.
40+ Years Of Experience At Your Fingertips!



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