



Corporate Style Guide

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Contents

Important Information	4
Branding and Image	5
Contact Details	6
The Logo	7
Uniform Embroidery	8
Fonts	9
Email Signature	10
E-Newsletter	11
Social Media and Other Websites	12
Business Card	13
Letterhead	14
Personalised Self Adhesive Labels	15
With Compliments Slip	16
Gift Voucher	17
Presentation Folder	18
Client File Covers	20
TradeFile Cover	23
Workfile Cover	26
Classified Ads	27
Standard DL Flyer	31
Time Based DL Flyer	36
EOFY Standard DL Flyer	40
Cloud DL Flyer	41
Single Touch & Superannuation DL Flyer	43
Tri-fold DL Brochure	47
A4 Flyers	48
Landscape Advertising Templates	53
Posters	54
Pull Up Banner	57
Car Signage	58
Shop Front Signage	61
Partner Logos	63
Updates and Revisions	64

Important Information

Important Information

The First Class Accounts Style Guide is a confidential document and is the copyright and the property of First Class Financial Group. It is not to be reproduced in any form without the prior consent of First Class Financial Group as stated in the Franchise Agreement. Upon termination of the First Class Accounts Franchise Agreement by either party, this Style Guide shall remain the property of First Class Financial Group and is to be returned to First Class Financial Group.

Confidentiality

It is a breach of our agreement for any part of this manual to be photocopied or reprinted without the express permission of First Class Financial Group. This manual is not to leave your possession at any time, or be given to any person not directly associated with First Class Financial Group. Our systems, as detailed in this manual, are exclusive to First Class Financial Group and we need to protect what we have worked hard to develop.

First Class Financial Group Pty Ltd

The franchisor team "First Class Financial Group" is dedicated to providing comprehensive and committed support to you in your franchise. If you have any queries relating to any part of this guide, please do not hesitate to contact our personnel using the contact details supplied. We look forward to supporting you in reaching success.

Purpose of this style guide

The purpose of this style guide is to ensure the consistency of the First Class Accounts brand for the franchisor and its franchisees. Where updates to this guide occur, new version numbers will be applied and the latest version of will be circulated electronically to the network.

Our Brands

Our trademark or logo is the symbol of our business that provides instant recognition of First Class Accounts. It is legally protected to ensure it cannot be copied or misused in any way that may harm our corporate image. This ensures the reputation of our Franchise system and your investment is protected. Our trademark and logo is owned by First Class Financial Group Pty Ltd and can only be used with the prior written consent from National Office. If you see either "®" or "™" next to a logo or phrase, it indicates that it is protected under trademark law.

As part of First Class Accounts style guide it is important that the correct font style, size and layout are used at all times. Correspondence in the form of a letter, fax or e-mail represents First Class Accounts, so it should be carefully prepared. All team members are to use the designated templates when producing documents. All documents are written in plain English, using correct grammar and spelling and all slang and abbreviations avoided.

By following our business templates you will avoid wasting time on preparing documents that are not set out correctly and that do not correctly represent our business in the open market. It will also help you in presenting a professional looking document.

Our Trademark and Logo

The First Class Accounts logo is the symbol that provides instant recognition. It is legally protected to ensure it cannot be copied or misused in any way that may harm our corporate image. This ensures the reputation of our Franchise system and your investment is protected. Our logo is owned by First Class Financial Group Pty Ltd and can only be used with the prior written consent from the National Office.

Refer to our company Sales and Marketing Manual for specific details related to Trademarks and Logos.

Branding and Image

Pricing

The most up-to-date price list for all the products contained in this guide is available from National Office or on the First Class Accounts website and is readily available at all times.

Please note that any of these prices are subject to change without notice.

Should a Franchisee request custom modification or variation to any material from this guide, the Franchisee shall incur a fee to redesign or modify such material. For minor changes such as content within our standard size formats there is a standard fee listed on the Price List.

For totally new or substantially modified material, design and finished artwork, the National Office will provide a quotation from its preferred supplier to the Franchisee for pre-approval before the job is commenced.

Any fees charged in relation to changes, as outlined in the preceding paragraphs, will be invoiced direct to the Franchisee by the National Office at that time.

Advertising

It is strict policy that all advertising material which a Franchisee proposes to use - whether it be flyers, newspaper, magazine advertising, calendars or other- must either be drawn from and comply with the current Marketing Manual, Style Guide templates and/or collateral library, or be submitted to National Office for approval.

If you are a registered BAS or TAX Agent you will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided you on applicable artwork. In the use of the Classified Ads your BAS or TAX Agent number will be incorporated in writing.

Should a Franchisee request custom modification or variation to print advertising material from the said Manual, Style Guide, library or templates, the Franchisee shall incur a fee to redesign or modify such material. This fee will be invoiced to the Franchisee by the National Office.

For design and finished artwork for totally new, original or substantially modified material, the National Office will provide a quotation from its preferred supplier to the Franchisee for approval before the job is commenced.

For advertising in newspapers and other print productions (not classified advertisements) there are templates designed for a variety of advertising target needs. These can be interchanged with standard images and standard copy. The templates are designed for most common size advertisements both portrait and landscape.

Once again there are no exceptions to this, as our image and consequently our business can be adversely affected by any incorrect advertising.

Contact Details

Contact	Phone / Mobile	Email
Bookkeeping Enquiries	1800 082 066	info@firstclassaccounts.com
Franchise Enquiries	1800 118 611	www.firstclassaccounts.com
Fax	07 5578 9028	
Reception	07 5553 8200	
Marketing	07 5553 8266	marketing@firstclassaccounts.com
Technical Support	1300 888 322	support@firstclassaccounts.com

Street Address: Suite 302
237 Scottsdale Drive
Robina QLD 4226

Mailing Address: PO Box 851
Robina QLD 4226



The Logo

The approved First Class Accounts logo and variations are shown below with colour and typefaces. Using logos that incorporate one spot colour (black and white advert, plus one spot, for example red) are often used in print advertising as it allows you to inject a highlight colour for much less than the cost of employing full colour whilst still ensuring your advertisement stands out.

The logo must always be in correct proportions and colours. For printing and signage there are specific PMS/CMYK colours, for embroidery there are specific THREAD colours, for on-screen RGB colours and car signage specific VINYL colours. The font must remain the same under any application and the "ellipse" cannot be changed in shape or angles.

IMPORTANT:

Our logo is not permitted to be changed under any circumstances.



Gill Sans Bold

GILL SANS REGULAR



DARK BLUE

PMS: 5395C
CMYK: 91:76:52:60
RGB: 17:36:53
WEB: #112435



GREY/BLUE

PMS: 7699C
CMYK: 82:54:42:18
RGB: 56:95:113
WEB: #375f71



GREEN

PMS: 7464C
CMYK: 40:9:27:0
RGB: 154:196:198
WEB: #9ac4bc



RED

PMS: 192C
CMYK: 0:98:56:0
RGB: 255:16:83
WEB: #ff0f53



GREY

PMS: 431C
CMYK: 66:51:34:8
RGB: 99:112:134
WEB: #637186

Uniform Embroidery

Red:	Thread C713 ("Royal" Brand)
Navy:	Thread C 104 ("Royal" Brand)
White:	White

Application of Colours

All Navy Garments:	<i>Elipse</i> - Red
	Words - White
All other garments:	<i>Elipse</i> - Red
	Words - Navy

Logo Placement Position on Garments (Tops Only)

Ladies Garments:	All Left Chest
Mens Garments:	Right Chest if shirt has pocket
	Left Chest for all other styles

* There is no exception to colours, thread count or layout of the embroidery file.

The master template is held at Gold Coast Uniforms and Embroidery, Burleigh heads, Queensland 4220

Fonts

Electronic Typeface: THIS FONT IS TO BE USED BY FRANCHISEES

Arial

Approved weights:

Regular

Arial Narrow

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

Bold

Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

REMEMBER:

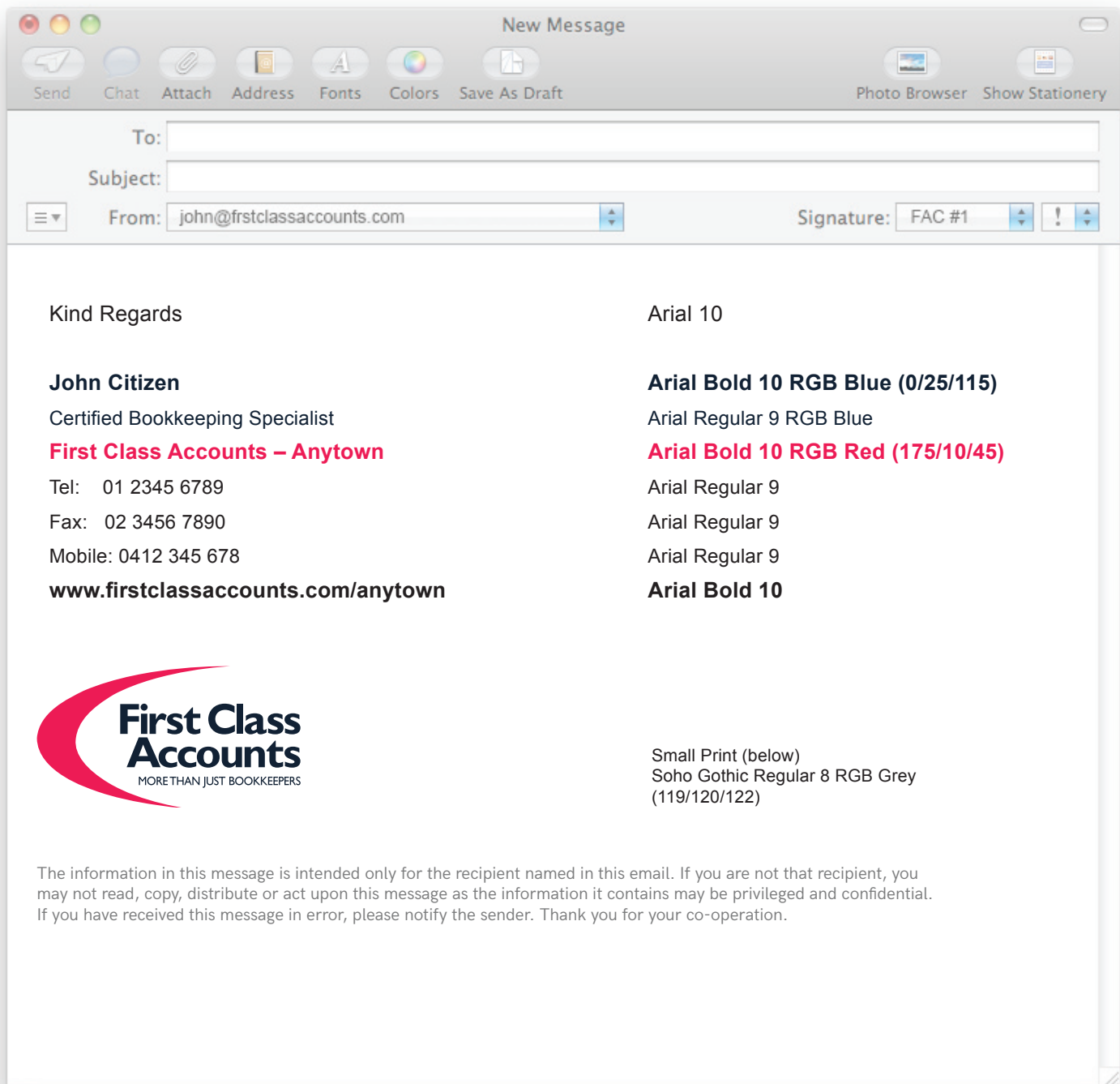
Arial is for electronic usage only.

HK Grotesk is the preferred font

for all printing.

Email Signature Panel

The following signature is to be used in all correspondence with all clients, prospects and whenever you are carrying out operations as a First Class Accounts franchisee.



New Message

Send Chat Attach Address Fonts Colors Save As Draft Photo Browser Show Stationery

To:

Subject:

From: john@firstclassaccounts.com Signature: FAC #1

Kind Regards

John Citizen
 Certified Bookkeeping Specialist
First Class Accounts – Anytown
 Tel: 01 2345 6789
 Fax: 02 3456 7890
 Mobile: 0412 345 678
www.firstclassaccounts.com/anytown

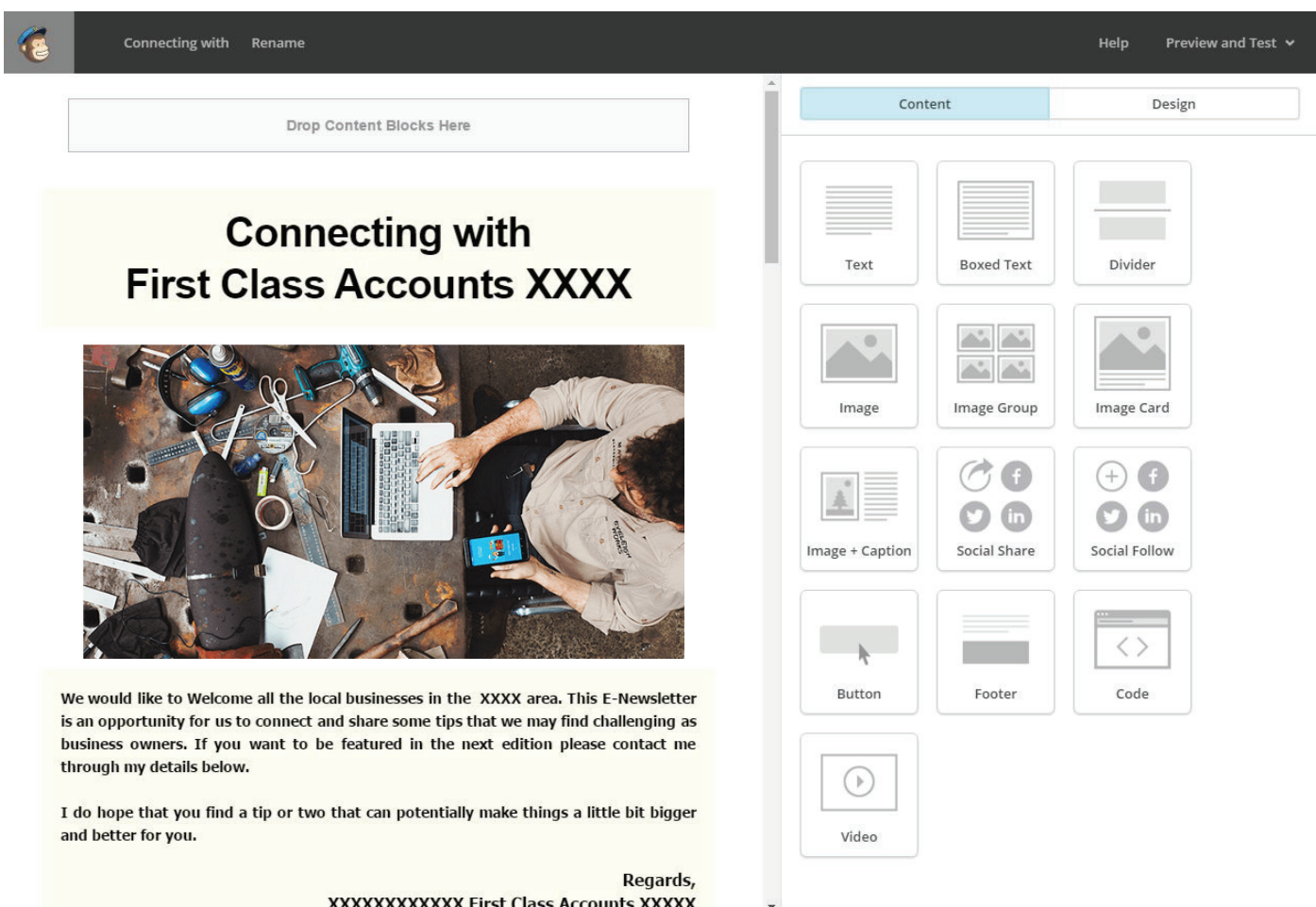
**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

Small Print (below)
 Soho Gothic Regular 8 RGB Grey
 (119/120/122)

The information in this message is intended only for the recipient named in this email. If you are not that recipient, you may not read, copy, distribute or act upon this message as the information it contains may be privileged and confidential. If you have received this message in error, please notify the sender. Thank you for your co-operation.

E-Newsletter Using Mailchimp

This newsletter is an example of the approved template produced by First Class Accounts as an email newsletter which can be used for marketing for prospective clients or for adding value to your existing clients. NOTE: Should you choose to create your own newsletter, this must be approved by National Office.



The screenshot displays the Mailchimp email editor interface. At the top, a dark header bar contains a profile icon, the text 'Connecting with' and 'Rename', and links for 'Help' and 'Preview and Test'. Below the header, a large yellow banner features the title 'Connecting with First Class Accounts XXXX' in bold black text. Underneath the banner is a photograph of a person working on a laptop in a workshop setting. The main content area contains two paragraphs of text: 'We would like to Welcome all the local businesses in the XXXX area. This E-Newsletter is an opportunity for us to connect and share some tips that we may find challenging as business owners. If you want to be featured in the next edition please contact me through my details below.' and 'I do hope that you find a tip or two that can potentially make things a little bit bigger and better for you.' The text is signed 'Regards, XXXXXXXXXXXX First Class Accounts XXXXX'. On the right side, a sidebar titled 'Content' and 'Design' lists various content blocks: Text, Boxed Text, Divider, Image, Image Group, Image Card, Image + Caption, Social Share, Social Follow, Button, Footer, Code, and Video.

Social Media and Other Websites

First Class Accounts embraces the use of Social Media as another marketing strategy to help increase awareness, however, it is critical to the integrity of the brand that any use of these mediums require that you adhere to our strict guidelines. Please contact our marketing department for approval of your idea and for templates or any information required. E:marketing@firstclassaccounts.com

Social Media includes all of the following but not limited to any others that may appear in the future. Our recommendation is that all franchisees join "LinkedIn" which is specifically designed for business. FCA already has a presence on some of these sites.

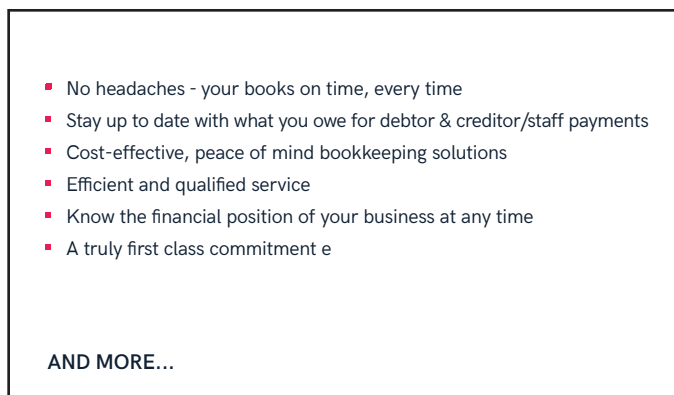


The Wall

You will be given access to THE WALL. This is where the National Office stores all your technical and Regional Training handouts as well as Business Development and Operations material. This is regularly updated by National Office and all franchisees are given access to this site. This is where you will go to for Style Guide/Marketing Manual/Product Order Forms etc.

Business Cards

The First Class Accounts business card is double sided printed on quality stock with varnish. The card layout is shown below:



Personalised Letterhead

The First Class Accounts letterhead or template is single-sided A4 sheet for office use and direct mail opportunities.



First Class Accounts – Office
PO Box 1111
Robina Qld 4226
ABN: 10 654 456 654

T: 07 1234 5678
M: 0400 123 456
E: john.smith@firstclassaccounts.com
W: www.firstclassaccounts.com/territory

www.firstclassaccounts.com/territory

Personalised Self Adhesive Labels

You may utilize the following software logos only if you have successfully sought and gained accreditation for usage.

John Smith
First Class Accounts - Territory
PO Box 1111
Robine Qld 4226
T. 07 1234 5678 M. 0400 123 987
E. john.smith@firstclassaccounts.com
www.firstclassaccounts.com/territory

For an order of 1000 labels

Product No: #FCA 008

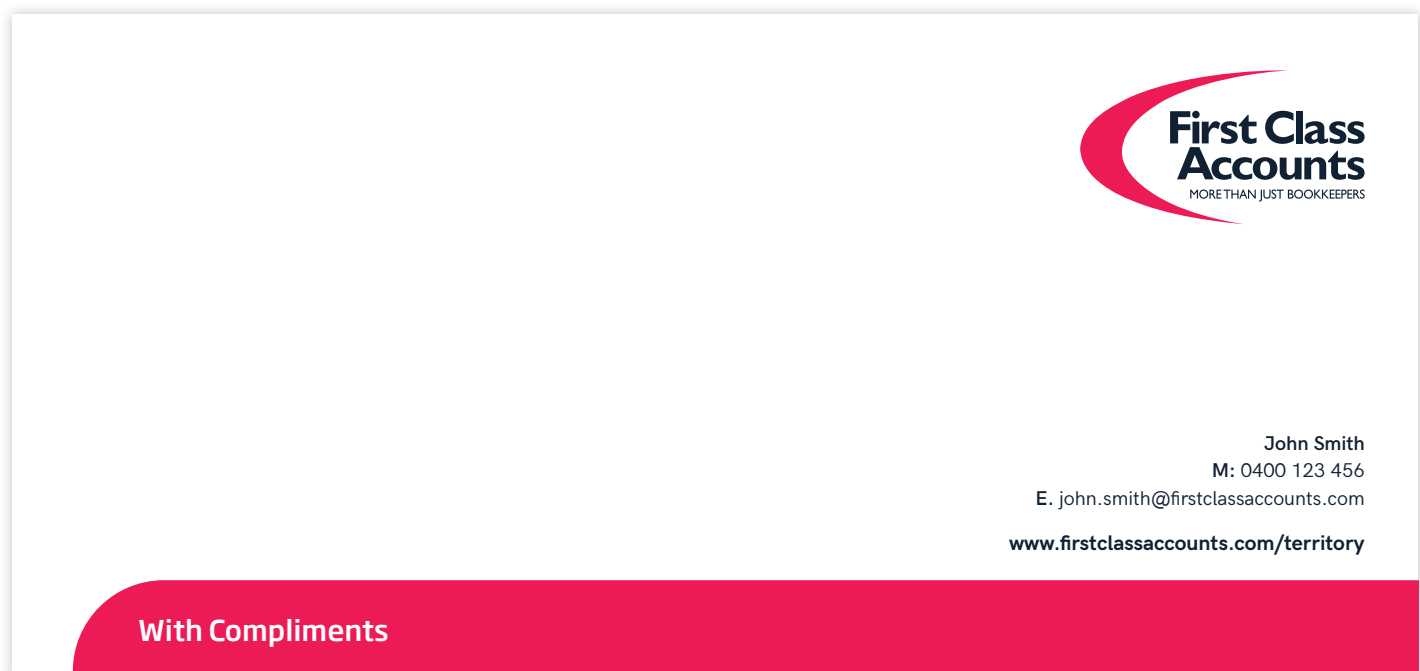
For an order of 500 labels

Product No: #FCA 009



With Compliments Slip

The First Class Accounts "With Compliments" slip is single-sided standard DL for use as an introduction or short note when enclosed with other materials. The layout of the slip is shown below.



Gift Voucher

The First Class Accounts Gift Voucher is a double-sided standard DL for use as an attention grabbing call to action. It is printed on heavy card for durability.



**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

Australia's Leading Bookkeeping Network

Gift Voucher

Bookkeeping Health Check

This voucher entitles the bearer to an obligation free consultation and evaluation of your current bookkeeping systems with the aim to offer advice and assistance on how you can save time, money and stress in your business.

Authorised by _____ Expires _____ / ____ / ____

NOT REDEEMABLE FOR CASH

Front



DATES TO REMEMBER

July 14 PAYG payment summaries due 21 June monthly activity statement due 28 Quarter 4 (Apr-Jun) BAS due 28 Quarter 4 (Apr-Jun) Super due	October 21 September monthly activity statement due 28 Quarter 1 (Jul-Sep) BAS due 28 Quarter 1 (Jul-Sep) Super due	January 21 December monthly activity statement due 28 Quarter 2 (Oct-Dec) Super due	April 21 March monthly activity statement due 28 Quarter 3 (Jan-Mar) BAS due 28 Quarter 3 (Jan-Mar) Super due
August 21 July monthly activity statement due	November 21 October monthly activity statement due	February 21 January monthly activity statement due 28 Quarter 2 (Oct-Dec) BAS due	May 21 April monthly activity statement due 21 FBT return due
September 21 August monthly activity statement due	December 21 November monthly activity statement due	March 21 February monthly activity statement due	June 21 May monthly activity statement due 30 Stocktake 30 End of Financial Year

Make sure you never miss an important bookkeeping deadline
 Call First Class Accounts today on **1800 082 066**

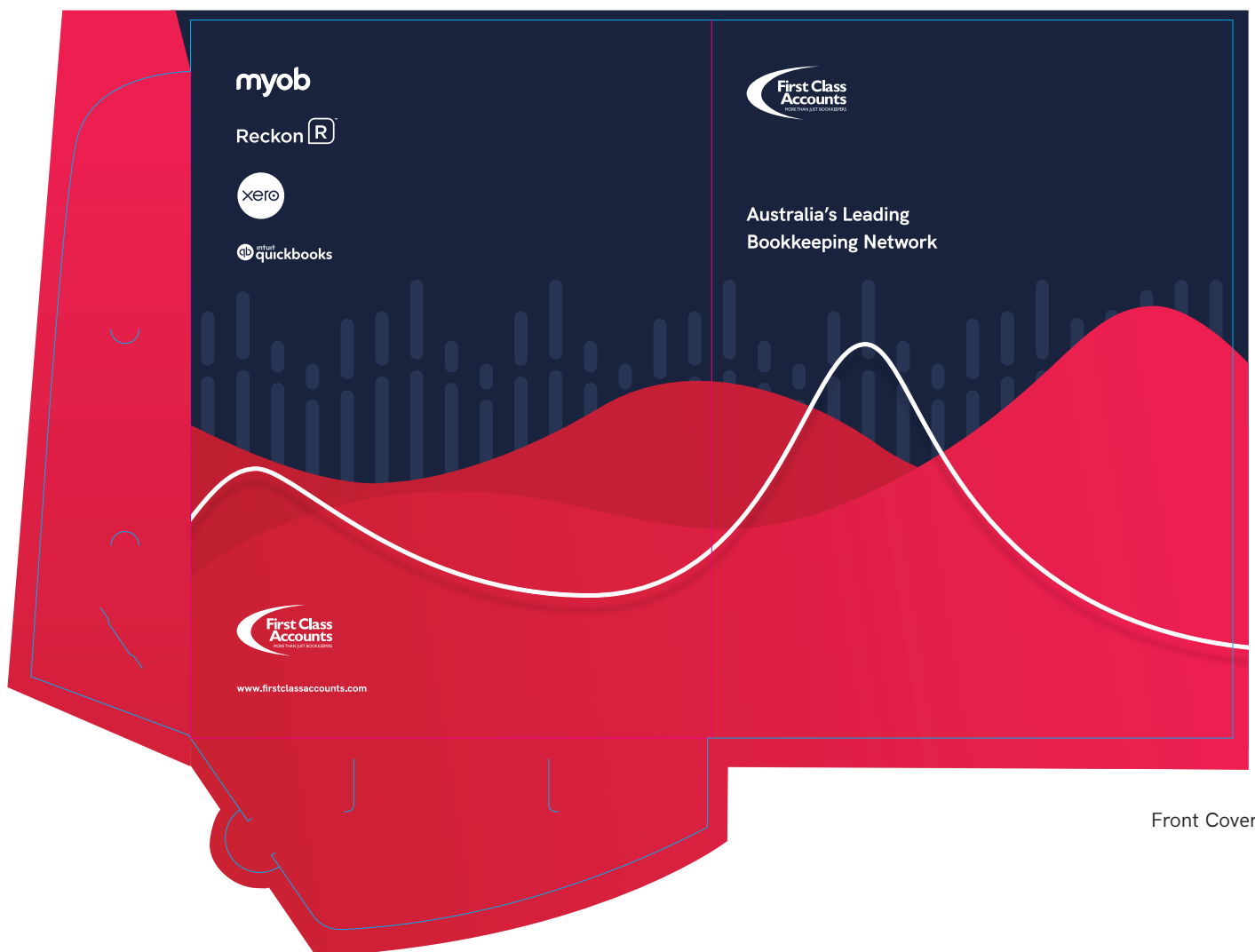
www.firstclassaccounts.com

We'll balance your books and help balance your life

Back

Presentation Folder

The First Class Accounts Presentation Folder is designed to hold documents for clients and is printed on high quality stock with a matte cello glaze (varnish).



Front Cover

Presentation Folder



Inside assembled with business card in place

Client File Cover - Paperwork



Client File Cover - Reports



Client File Cover - Processed Records



Tradefile Cover - Paperwork



Tradefile

Paperwork

Name

Financial Year Ending



**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

Tradefile Cover - Reports



Tradefile

Reports

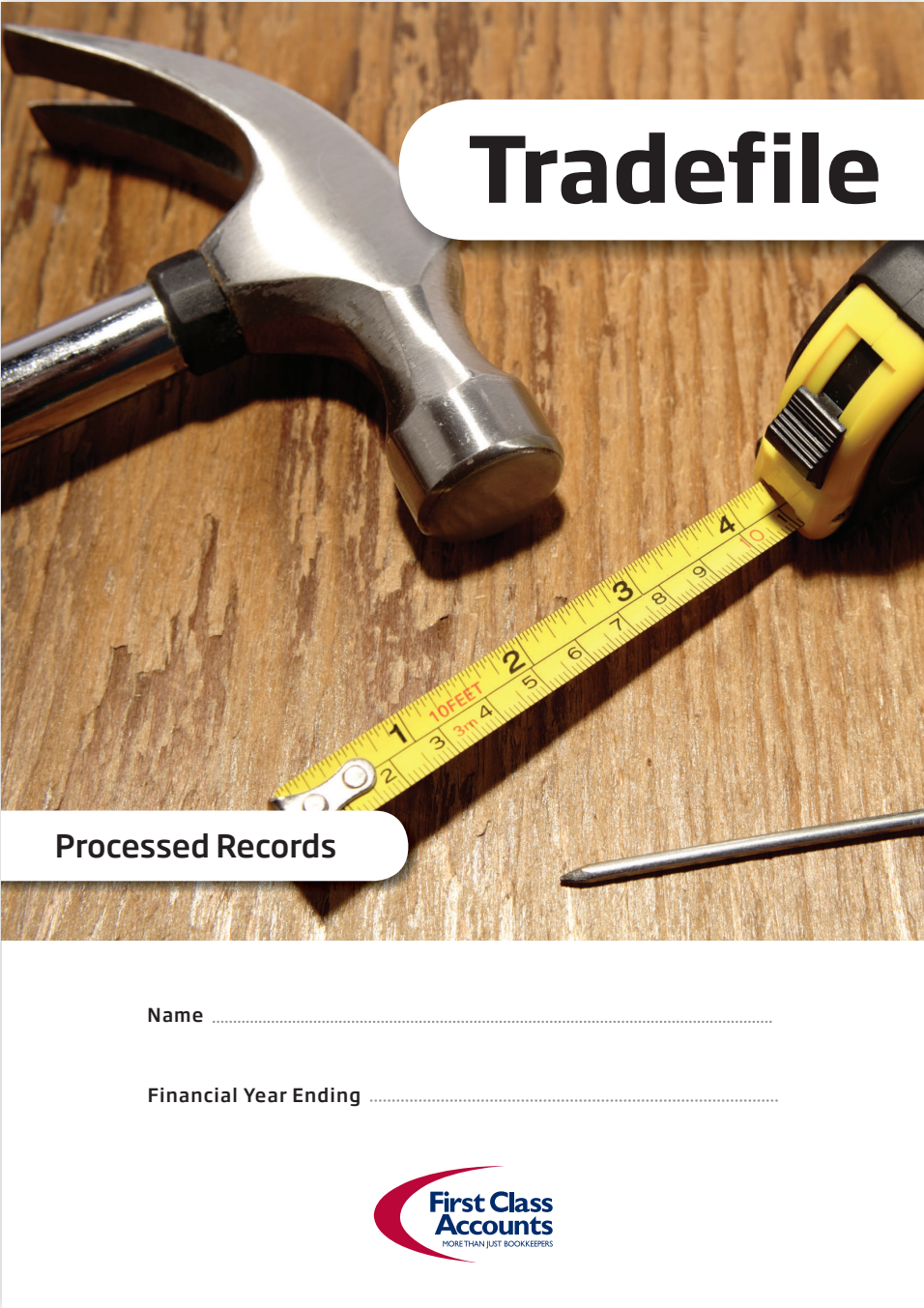
Name

Financial Year Ending



**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

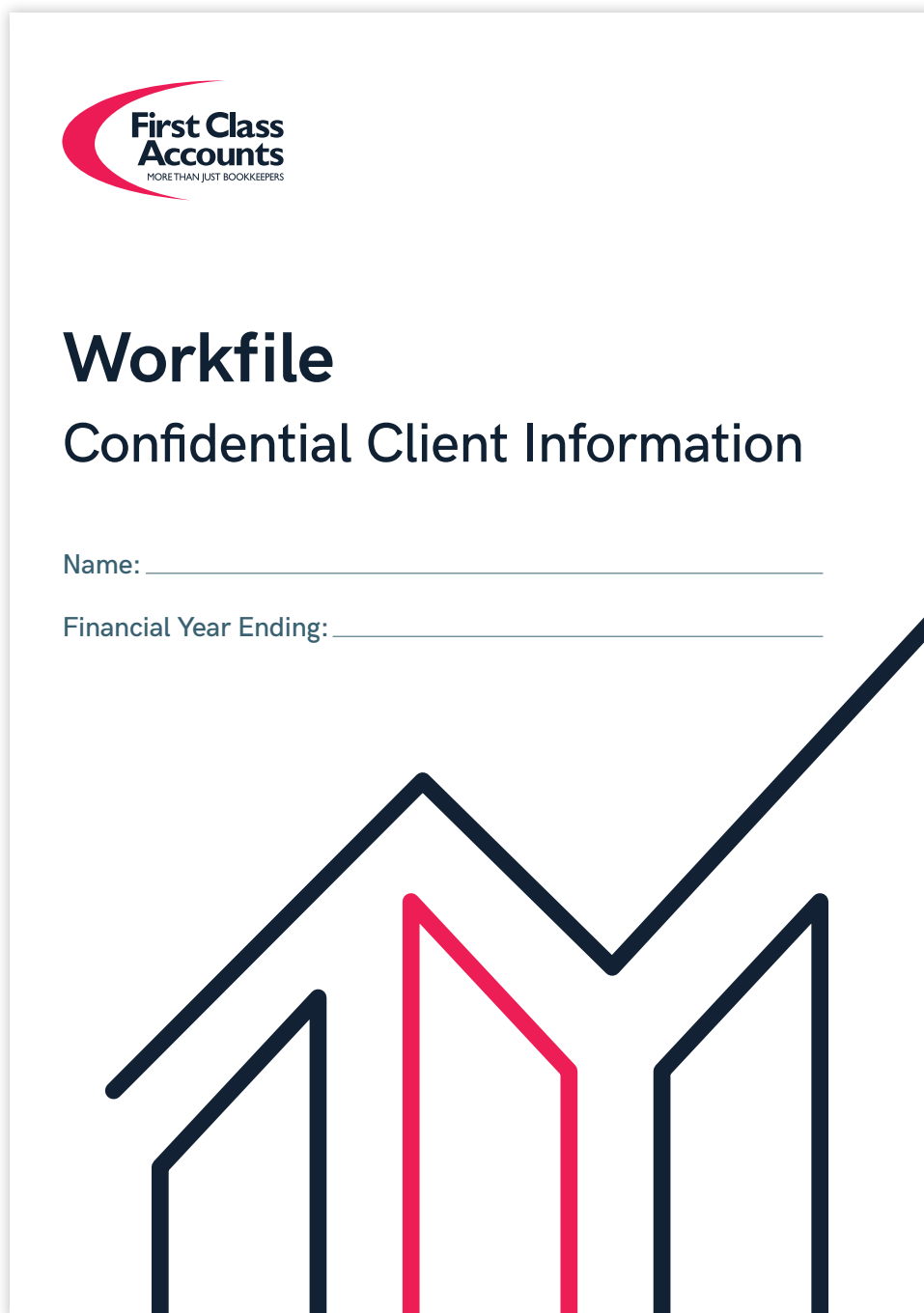
Tradefile Cover - Processed Records



Workfile

This workbook is a compulsory requirement for each client to ensure that all work is done correctly and efficiently. This manual is an integral part of the First Class Accounts system to maintain consistency and adhere to ATO requirements.

There are 3 customised workfiles as follows which come in packs of 5:



myob

Option: M

Reckon **R**[®]

Option: R



Option: X

qb intuit **quickbooks**[®]

Option: Q

Classified Ads

These templates are perfect for smaller advertising opportunities such as classified listings in the local newspaper or other forms of listing.

These templates are available in a variety of the most common sizes, but their small size means they are very limited in the content that can be included. For this reason they are very limited in their flexibility with minor content changes including your personal details available.

The following headlines are available and approved for all classified ads.

Any variations will require approval and may incur extra costs.

If you are a registered BAS or TAX Agent the Classified Ads will differ slightly. You will need to provide your BAS or TAX Agent number which will displayed at the bottom of the artwork.

Option A:	Option B:	Option C:	Option D: BAS AGENT ONLY	Option E: BAS AGENT ONLY
Business bookkeeping you can count on	Helping your bookkeeping headaches to disappear	Ensure your books are up to date for the end of the year	Count on us to ensure your payroll is up to date!	Count on us to ensure you meet your BAS requirements



Size 30 x 49

Product No: 00101



Size 30 x 60

Product No: 00102



Size 30 x 64

Product No: 00103

Classified Ads

**Business bookkeeping
you can count on**

We'll balance
your books and
help balance
your life



- MYOB • Profit & Loss • Payroll
- Accounts payable/receivable
- Weekly, monthly or quarterly accounts

Call [Name] at First Class
Accounts [Territory] today on
0412 345 678 to book your
FREE business evaluation

Size 60 x 49

Product No: 00104

**Business bookkeeping
you can count on**

We'll balance your
books and help
balance your life



- MYOB • Profit & Loss • Payroll
- Accounts payable/receivable
- Weekly, monthly or quarterly accounts

Call [Name] at First Class Accounts
[Territory] today on 0412 345 678
to book your FREE business evaluation

Size 60 x 60

Product No: 00105

**Business bookkeeping
you can count on**

We'll balance your
books and help
balance your life



- MYOB • Profit & Loss • Payroll
- Accounts payable/receivable
- Weekly, monthly or quarterly accounts

Call [Name] at First Class Accounts
[Territory] today on 0412 345 678
to book your FREE business evaluation

Size 60 x 64

Product No: 00106

Classified Ads (Mono)

The following headlines are available and approved for all classified ads.

Any variations will require approval and may incur extra costs.

If you are a registered BAS or TAX Agent the Classified Ads will differ slightly. You will need to provide your BAS or TAX Agent number which will be displayed at the bottom of the artwork.

Option A:	Option B:	Option C:	Option D: BAS AGENT ONLY	Option E: BAS AGENT ONLY
Business bookkeeping you can count on	Helping your bookkeeping headaches to disappear	Ensure your books are up to date for the end of the year	Count on us to ensure your payroll is up to date!	Count on us to ensure you meet your BAS requirements



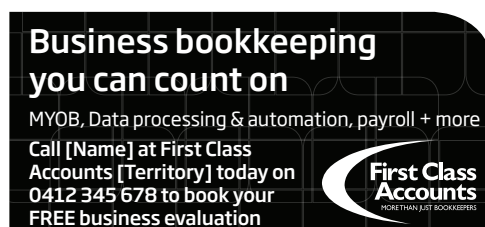
Size 30 x 49

Product No: 00107



Size 30 x 60

Product No: 00108



Size 30 x 64

Product No: 00109

Classified Ads (Mono)

**Business bookkeeping
you can count on**

We'll balance
your books and
help balance
your life



- MYOB • Profit & Loss • Payroll
- Accounts payable/receivable
- Weekly, monthly or quarterly accounts

Call [Name] at First Class
Accounts [Territory] today on
0412 345 678 to book your
FREE business evaluation

Size 60 x 49

Product No: 00110

**Business bookkeeping
you can count on**

We'll balance your
books and help
balance your life



- MYOB • Profit & Loss • Payroll
- Accounts payable/receivable
- Weekly, monthly or quarterly accounts

Call [Name] at First Class Accounts
[Territory] today on 0412 345 678
to book your FREE business evaluation

Size 60 x 60

Product No: 00111

**Business bookkeeping
you can count on**

We'll balance your
books and help
balance your life



- MYOB • Profit & Loss • Payroll
- Accounts payable/receivable
- Weekly, monthly or quarterly accounts

Call [Name] at First Class Accounts
[Territory] today on 0412 345 678
to book your FREE business evaluation

Size 60 x 64

Product No: 00112

Product No: 00113

A full range
of flyers is
available on
The Wall.

Standard DL Flyer

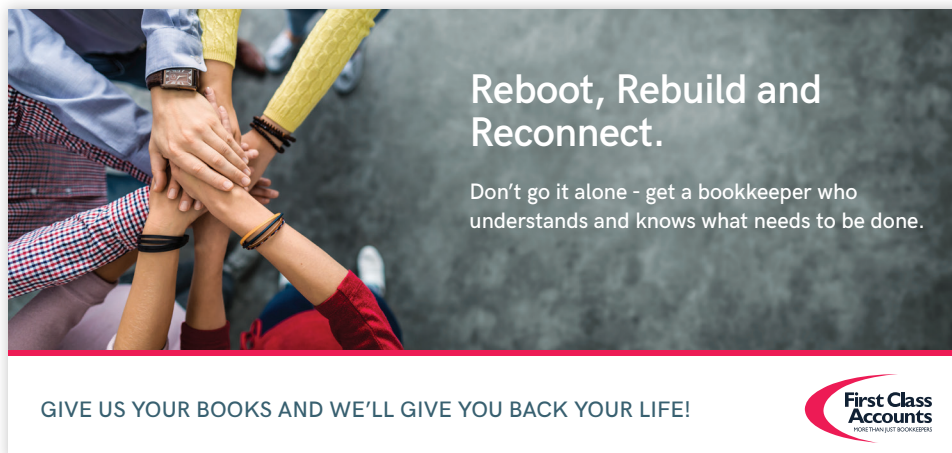
DL Flyers are relatively small two sided flyers that are perfect for use in waiting room racks, for unaddressed mail, general promotions and to provide to new leads. The size means that they are ideal for concise and easy to read info.

A number of templates have been made available, with standard headings for general campaigns and time based headings for more specific campaigns such as EOFY.

Within each template, there is limited flexibility whereby logos can be removed, contact details updated and minor content changes implemented.

If you are a registered BAS or TAX Agent the flyers will differ slightly. You will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided and it will be added to the Flyer you have chosen.

A full range of flyers is available on **The Wall.**



Front



Back



Alternative
Software Logos

myob

Option: 001

Reckon **R**

Option: 002



Option: 003

qb intuit quickbooks.

Option: 004

myob Reckon **R** xero
qb intuit quickbooks.

Option: 005



Option: 006

Standard DL Flyer

Refer to page 31 for preferred software logo



**Your health needs
regular check-ups...**
Your business
needs regular check-ups too!

Regular assessment of your business will help you to identify where you can save time, improve cashflow and remain ATO compliant.



Front

We all need regular health checks – our cars need regular maintenance and your business needs regular check-ups too.

Let First Class Accounts bookkeepers assist you with your Business Health Check to ensure your business is performing at optimal level.

With regular assessments, we can ensure your business is running smoothly by analysing and evaluating your current accounting set-up and show you ways to save time and money.

First Class Accounts bookkeepers equip you with professional and timely bookkeeping tools to ensure your business is compliant and up to date.

INTRODUCTORY OFFER - FREE BUSINESS HEALTH CONSULTATION

John Smith at First Class Accounts - Territory
Mobile 0401 234 567 (during business hours)
www.firstclassaccounts.com/territory

*Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562



FLEXIBLE TAILORED SERVICES FOR SMALL BUSINESS

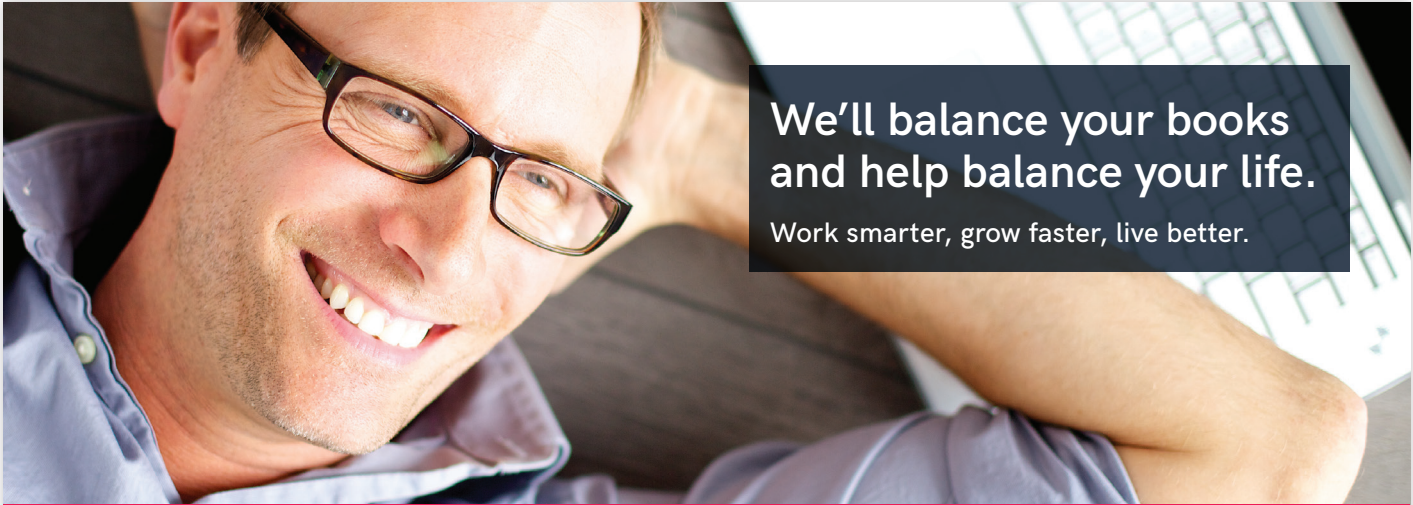
- Bank reconciliations
- GST & BAS Services*
- Data processing & automation
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management & advice
- Cash flow management
- Account software setup
- Single Touch Payroll Compliance

Back

Standard DL Flyer

Refer to page 31 for preferred software logo



**We'll balance your books
and help balance your life.**

Work smarter, grow faster, live better.

CALL TODAY FOR YOUR FREE BUSINESS EVALUATION.



Front

Forget the headaches and stress of your business bookkeeping with First Class Accounts.

Let First Class Accounts help prepare your business books for your end of year accounts. Your business bookkeeping will be up to date, and ready for your accountant.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

INTRODUCTORY OFFER - call now for your free business evaluation.

Call John Smith **0400 123 456** at First Class Accounts - Territory

E. john.smith@firstclassaccounts.com

W. www.firstclassaccounts.com/territory





*Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562

**FLEXIBLE LOCAL SERVICES
TAILORED FOR SMALL BUSINESS**

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training
- Single Touch Payroll Compliance

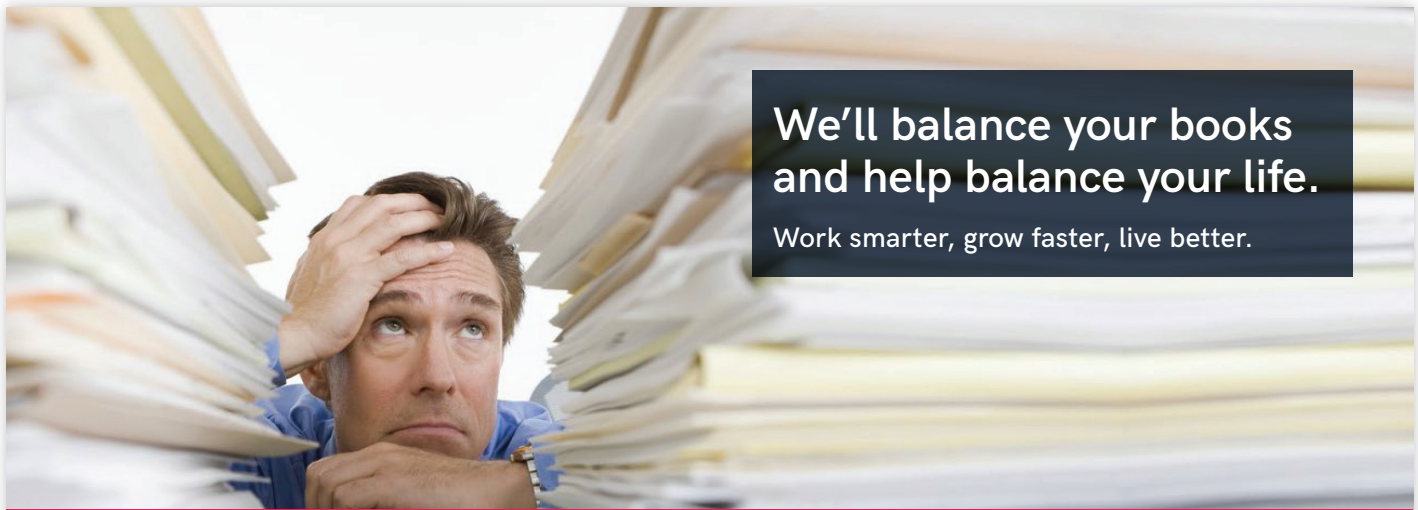
Back

Product No: 00116



Standard DL Flyer

Refer to page 31 for preferred software logo



We'll balance your books and help balance your life.

Work smarter, grow faster, live better.

CALL TODAY FOR YOUR FREE BUSINESS EVALUATION.



Front

We can help get your business accounts in order quickly and painlessly with professional local bookkeeping services.

Let First Class Accounts help prepare your business books for your end of year accounts. Your business bookkeeping will be up to date, and ready for your accountant.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

INTRODUCTORY OFFER - call now for your free business evaluation.

Call John Smith **0400 123 456** at First Class Accounts - Territory

E. john.smith@firstclassaccounts.com

W. www.firstclassaccounts.com/territory





*Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562

**FLEXIBLE LOCAL SERVICES
TAILORED FOR SMALL BUSINESS**

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training
- Single Touch Payroll Compliance*

Back

Product No: 00117



Standard DL Flyer

Refer to page 31 for preferred software logo



**We'll balance your books
and help balance your life.**

Work smarter, grow faster, live better.

CALL TODAY FOR YOUR FREE BUSINESS EVALUATION.



Front

Rediscover your life work balance with no-fuss local bookkeeping services tailored to your business.

Let First Class Accounts help prepare your business books for your end of year accounts. Your business bookkeeping will be up to date, and ready for your accountant.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

INTRODUCTORY OFFER - call now for your **free business evaluation.**

Call John Smith **0400 123 456** at First Class Accounts - Territory
E. john.smith@firstclassaccounts.com
W. www.firstclassaccounts.com/territory





*Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562

**FLEXIBLE LOCAL SERVICES
TAILORED FOR SMALL BUSINESS**

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training
- Single Touch Payroll Compliance

Back

A full range
of flyers is
available on
The Wall.

Time-based DL Flyer

Refer to page 31 for preferred software logo

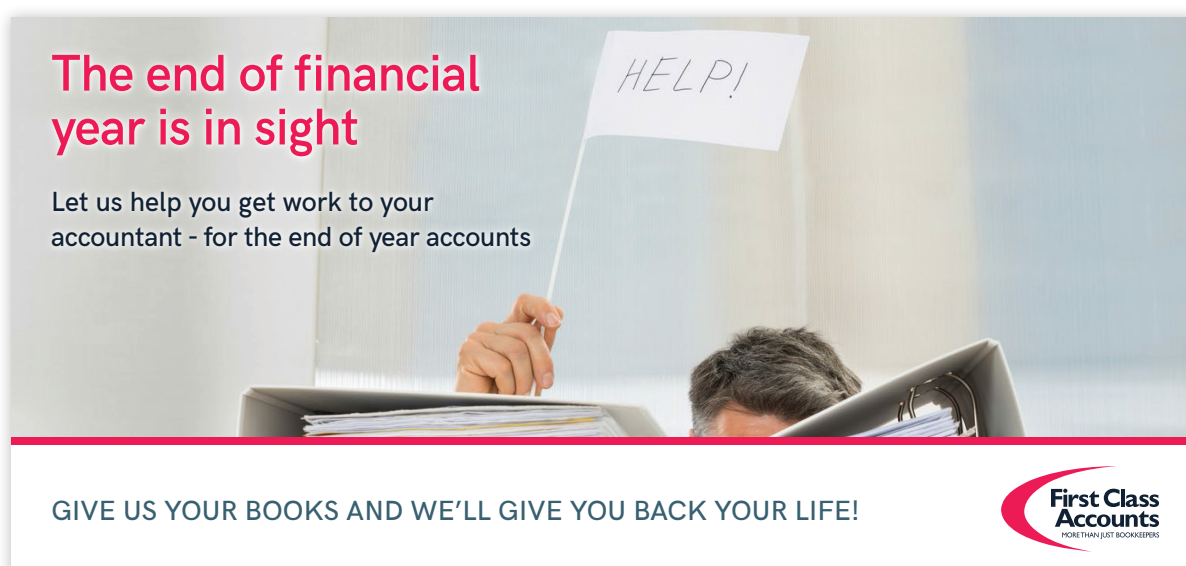
DL Flyers are relatively small two sided flyers that are perfect for use in waiting room racks, for unaddressed mail, general promotions and to provide to new leads. The size means that they are ideal for concise and easy to read info.

A number of templates have been made available, with standard headings for general campaigns and time based headings for more specific campaigns such as EOFY.

Within each template, there is limited flexibility whereby logos can be removed, contact details updated and minor content changes implemented.

If you are a registered BAS or TAX Agent the flyers will differ slightly. You will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided and it will added to the Flyer you have chosen.

A full range of flyers is available on **The Wall.**



The end of financial year is in sight

Let us help you get work to your accountant - for the end of year accounts

HELP!

GIVE US YOUR BOOKS AND WE'LL GIVE YOU BACK YOUR LIFE!



Front



Rely on us for your end of year bookkeeping needs!

Let First Class Accounts help prepare your business books for your end of year accounts. Your business bookkeeping will be up to date, and ready for your accountant.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

CALL TODAY TO GET YOUR BOOKS UP TO DATE FAST!

Call John Smith **0400 123 456** for a Free Business Health Check
E. john.smith@firstclassaccounts.com
W. www.firstclassaccounts.com/territory







**FLEXIBLE LOCAL SERVICES
TAILORED FOR SMALL BUSINESS**

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training
- *Single Touch Payroll Compliance

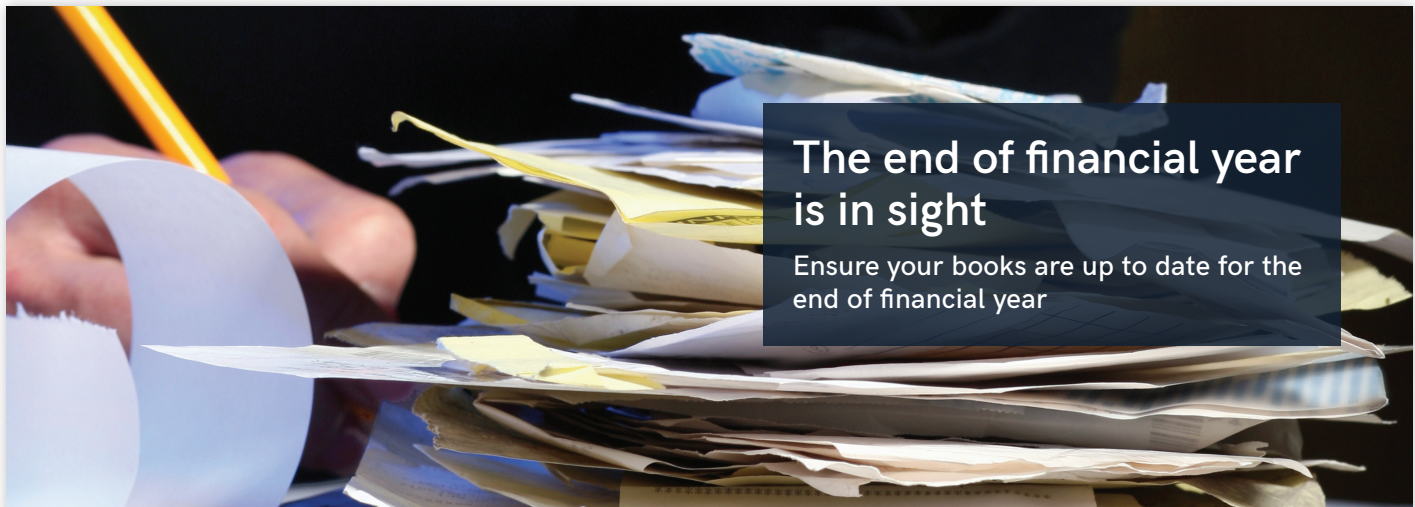
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Back

Time-based DL Flyer

Refer to page 31 for preferred software logo

A full range
of flyers is
available on
The Wall.



**The end of financial year
is in sight**

Ensure your books are up to date for the
end of financial year

CALL TODAY SO YOU DON'T MISS ANY IMPORTANT DEADLINES!



Front

Rely on us for your end of year bookkeeping needs!

Let First Class Accounts help prepare your business books for your end of year accounts. Your business bookkeeping will be up to date, and ready for your accountant.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

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FLEXIBLE LOCAL SERVICES TAILORED FOR SMALL BUSINESS

- Bank reconciliations
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- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training
- Single Touch Payroll Compliance

Back

Product No: 00120



Time-based DL Flyer – BAS AGENT ONLY

Refer to page 31 for preferred software logo

A full range
of flyers is
available on
The Wall.



GIVE US YOUR BOOKS AND WE'LL GIVE YOU BACK YOUR LIFE!



Front

Rely on us for your end of year bookkeeping needs!

Let First Class Accounts help prepare your business books for your end of year accounts. Your business bookkeeping will be up to date, and ready for your accountant.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

CALL TODAY TO GET YOUR BOOKS UP TO DATE FAST!

Call John Smith **0400 123 456** for a Free Business Health Check

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myob



qb intuit quickbooks

Reckon **R**

Bas Agent #26068977



FLEXIBLE LOCAL SERVICES TAILORED FOR SMALL BUSINESS

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training
- Single Touch Payroll Compliance

Back

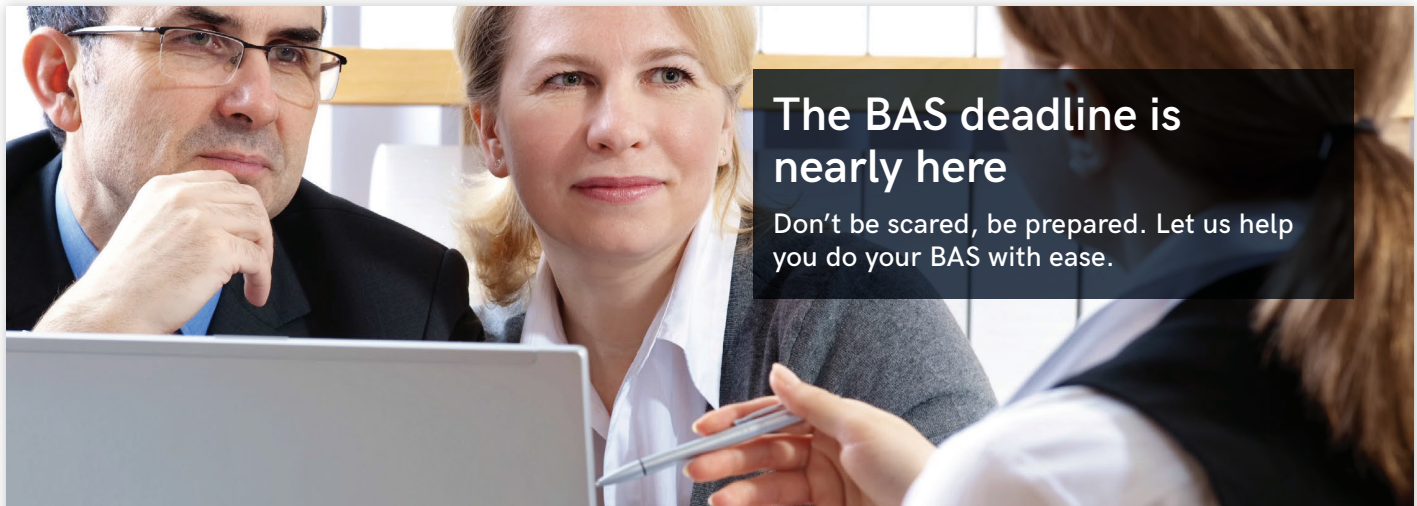
Product No: 00121



Time-based DL Flyer - BAS AGENT ONLY

Refer to page 31 for preferred software logo

A full range
of flyers is
available on
The Wall.



GIVE US YOUR BOOKS AND WE'LL GIVE YOU BACK YOUR LIFE!



Front

Count on us to ensure you meet your BAS requirements

When the BAS deadline is looming – don't despair! Give your books to First Class Accounts so you are up to date, compliant, and never have to worry about whether you're meeting your financial obligations.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

CALL TODAY TO GET YOUR BOOKS UP TO DATE FAST!

Call John Smith **0400 123 456** for a Free Business Health Check

E. john.smith@firstclassaccounts.com

W. www.firstclassaccounts.com/territory

BAS Agent # 01234567



FLEXIBLE LOCAL SERVICES TAILORED FOR SMALL BUSINESS

- Bank reconciliations
- GST & BAS Services
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Payroll, PAYG & Superannuation
- Software Training
- Single Touch Payroll Compliance

Back

EOFY Standard DL flyer

Refer to page 31 for preferred software logo



Reboot, Rebuild and Reconnect.

Don't go it alone - get a bookkeeper who understands and knows what needs to be done.

Call today and let us take on the task of your End of Financial Year obligations and guide you on the recovery path to Reboot and Rebuild.

Front

Let First Class Accounts assist you with some simple steps to Reboot, Rebuild and Reconnect. We are here to help you and your business achieve sustainable growth with smart business decisions.

Small businesses have always been the backbone of our country and First Class Accounts bookkeepers are committed to working with their clients to strengthen their financial position and help them keep their business accounts up-to-date and compliant as we adapt and move forward.

Don't go it alone - as we can help you to be resilient.

First Class Accounts helps small businesses by providing accurate, compliant and local bookkeeping services, and is proudly Australia's largest bookkeeping network.

CALL TODAY TO GET YOUR BOOKS UP TO DATE FAST!

Call John Smith **0400 123 456** for a Free Business Health Check
E. john.smith@firstclassaccounts.com
W. www.firstclassaccounts.com/territory

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**FLEXIBLE LOCAL SERVICES
TAILORED FOR SMALL BUSINESS**

- Fully compliant with ATO requirements
- Bank reconciliations
- GST, BAS & STP Services*
- EOFY processes
- Payroll process & PAYG withholding
- End of Payroll year process incl. payment summaries
- Completing and lodging Taxable Payments Annual Report (TPAR)
- Assisting clients with Government Economic Stimulus Packages
- Management reporting & analysis
- Set up and management of accounting and office systems
- Software Training
- Debt & Cash Flow Management
- Budgets

Back

Product No: 00123A



Cloud DL Flyer

Refer to page 31 for preferred software logo

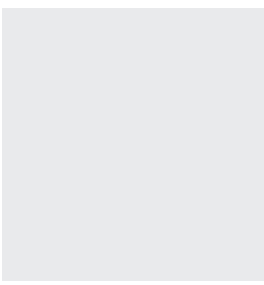
We'll balance your books and help **balance your life.**

Cloud-based business bookkeeping software - efficient, safe and accessible anywhere, anytime on any device

CALL TODAY FOR YOUR FREE BUSINESS EVALUATION.



Front



Are you spending your evenings and weekends sifting through invoices and bank statements?

I provide the **solution**. A **great accounting specialist** will help you to improve processes, increase **profitability** and **control** outcomes. My purpose is to give you back the time you need to **work on your business**, not in your business.

Work Smarter, Live Better.

INTRODUCTORY OFFER - FREE BUSINESS HEALTH CONSULTATION

Call John Smith **0400 123 456** for a Free Business Health Check
E. john.smith@firstclassaccounts.com
W. www.firstclassaccounts.com/territory





FLEXIBLE TAILORED SERVICES FOR SMALL BUSINESS

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management & advice
- Cash flow management
- Account software setup
- Single Touch Payroll Compliance

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Back

Please note a template Product # 00123B is available for use by BAS Agents.

Product No: 00123B



Cloud DL Flyer for BAS AGENT ONLY:

Refer to page 31 for preferred software logo

A full range
of flyers is
available on
The Wall.

We'll balance your books and help **balance your life.**

Cloud-based business bookkeeping
software - efficient, safe and accessible
anywhere, anytime on any device



CALL TODAY FOR YOUR FREE BUSINESS EVALUATION.



Front

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I provide the **solution**. A **great accounting specialist** will help you to improve processes, increase **profitability** and **control** outcomes. My purpose is to give you back the time you need to **work on your business**, not in your business.

Work Smarter, Live Better.

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BAS Agent # 01234567

myob



intuit
quickbooks

Reckon **R**



FLEXIBLE TAILORED SERVICES FOR SMALL BUSINESS

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management & advice
- Cash flow management
- Account software setup
- Single Touch Payroll Compliance

Back

Product No: 00124A



Single Touch Flyer & Superannuation Flyer

Refer to page 31 for preferred software logo

A full range
of flyers is
available on
The Wall.

The end of financial year is in sight

Let us help you get work to your accountant - for the end of year accounts

GIVE US YOUR BOOKS AND WE'LL GIVE YOU BACK YOUR LIFE!

Front

Rely on us for all your bookkeeping needs and understanding Single Touch Payroll and Super Guarantee obligations.

Let First Class Accounts prepare your business books for your end of year accounts and ensure you are ATO compliant for Single Touch Payroll and superannuation obligations.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

CALL NOW FOR YOUR FREE BUSINESS EVALUATION

Call John Smith **0400 123 456** for a Free Business Health Check
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W. www.firstclassaccounts.com/territory

First Class Accounts
MORE THAN JUST BOOKKEEPERS

FLEXIBLE LOCAL SERVICES TAILORED FOR SMALL BUSINESS

- Bank reconciliations
- Data processing & Automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training
- Single Touch Payroll Compliance

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Back

Single Touch Flyer & Superannuation Flyer

Refer to page 31 for preferred software logo

A full range
of flyers is
available on
The Wall.

IS YOUR BUSINESS READY FOR SINGLE TOUCH PAYROLL & SUPERANNUATION?

We'll balance your books and help balance your life.
Work smarter, grow faster, live better.

GIVE US YOUR BOOKS AND WE'LL GIVE YOU BACK YOUR LIFE!

**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

Front

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CALL NOW FOR YOUR FREE BUSINESS EVALUATION

Call John Smith **0400 123 456** for a Free Business Health Check
E. john.smith@firstclassaccounts.com
W. www.firstclassaccounts.com/territory

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**FLEXIBLE LOCAL SERVICES
TAILORED FOR SMALL BUSINESS**

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training
- Single Touch Payroll Compliance

**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

Back

Product No: 00124C



Single Touch Flyer & Superannuation Flyer

Refer to page 31 for preferred software logo

A full range
of flyers is
available on
The Wall.



**We'll balance your books
and help balance your life.**

Work smarter, grow faster,
live better.

**IS YOUR
BUSINESS READY
FOR SINGLE
TOUCH PAYROLL
& SUPER
GUARANTEE?**

CALL TODAY FOR YOUR FREE BUSINESS EVALUATION



Front

Rediscover your life work balance with no-fuss local bookkeeping services tailored to your business.

Let First Class Accounts help prepare your business books for your end of year accounts. Your business bookkeeping will be up to date, and ready for your accountant.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

INTRODUCTORY OFFER - call now for your free business evaluation.

Call John Smith **0400 123 456** at First Class Accounts - Territory

E. john.smith@firstclassaccounts.com

W. www.firstclassaccounts.com/territory

myob



qb intui quickbooks.

Reckon R



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FLEXIBLE LOCAL SERVICES TAILORED FOR SMALL BUSINESS

- Bank reconciliations
- Data processing & automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & Inventory
- Software Training

Back

Product No: 00124D



Single Touch Flyer & Superannuation Flyer

Refer to page 31 for preferred software logo

A full range
of flyers is
available on
The Wall.



Are you ready for the changes to be made to the way employers report and lodge STP and Super?

As a First Class Accounts bookkeeper, keeping up -to-date with all the latest ATO changes is our commitment to you, providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations on STP and Super Guarantee. Contact firstclassaccounts.com to find your nearest bookkeeping specialist.



Front

Rely on us for all your bookkeeping needs and understanding Single Touch Payroll and Super Guarantee obligations.

Let First Class Accounts prepare your business books for your end of year accounts and ensure you are ATO compliant for Single Touch Payroll and superannuation obligations.

Proudly Australia's largest bookkeeping network, First Class Accounts helps small businesses perform with accurate, compliant and local bookkeeping services that show you as business owners how you are performing and where you can save time and money.

CALL NOW FOR YOUR FREE BUSINESS EVALUATION

John Smith at First Class Accounts - Territory

Mobile **0401 234 567** (during business hours)

www.firstclassaccounts.com/territory

*Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562



FLEXIBLE LOCAL SERVICES TAILORED FOR SMALL BUSINESS

- Bank reconciliations
- GST & BAS Services
- Data processing & automation
- Accounts Payable/Receivable
- Weekly, monthly or quarterly accounts management
- Profit & Loss statements
- Debt management
- Cash flow management
- Stock control & inventory
- Software training
- *Single Touch Payroll Compliance

Back

Tri-fold DL Brochure

A 6pp Foldout DL Flyer is a six page DL flyer that folds into a relatively small size. It folds into the dimensions of a regular DL flyer and is perfect for use in waiting room racks, general promotions and to provide to new leads. The extra pages means they allow for much more information than a regular DL Flyer.

Cover Layout

The team at First Class Accounts in Townsville has proven to be a wise choice for my company with their bookkeeping expertise. It is always reassuring to know that the books are in capable hands, allowing me to focus on our core business.

Jeremy Moffat,
Director of North Queensland Telecom

Moving my business accounting to Xero with Elizabeth and Steve at First Class Accounts Narre- Warren, Vic, has truly been one of the best business decisions I ever made. It saves me time and I no longer have book work looming over me every weekend. Both Elizabeth and Steven are incredibly helpful, timely in all matters and I really feel they are genuinely there to answer any questions, whenever they pop up. I continually recommend people to them, because I am delighted with both their knowledge and service.

Rebecca Powne
AWE Cosmeceuticals

All First Class Accounts franchisees are either BAS or TAX Agents, or are working under the supervision and control of First Class Financial Group Pty. Ltd. BAS Agent number 26202562.

**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

**We'll balance your books
and help balance your life**

Australia's Leading Bookkeeping Franchise

**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

Suite 302, 237 Scottsdale Drive, Robina, Queensland 4226
PO Box 851, Robina DC, Queensland 4226
T 1800 082 066 F 07 5578 9028
E info@firstclassaccounts.com
www.firstclassaccounts.com

myob | xero | FCA

First Class Accounts is proudly Australia's largest bookkeeping franchise with an extensive national network of professional bookkeepers operating their own businesses.

First Class Accounts operators take pride in delivering a range of services to help small and medium-sized businesses work smarter through delivery of accurate bookkeeping services, timely management reporting, compliant tax and statutory returns, staff training, set-up and migration of accounting and office software, plus comprehensive support with cash flow and debt management.

WORK SMARTER, GROW FASTER, LIVE BETTER

At First Class Accounts, we help small businesses work smarter and grow faster, with our range of professional services:

- General bookkeeping and compliance work
- GST, BAS & Single Touch Payroll requirements
- Payroll & PAYG
- Profit and Loss reports
- Accounts payable / receivable
- Bank reconciliations
- Cash flow management
- Training and support in MYOB, ReckonOne and Xero
- Initial client set up and maintenance of accounting and office systems
- Graphical financial reporting and analysis
- Preparation of financial budgets

First Class Accounts gives you more time to work on your business, not in it.

As small business owners themselves, our network of bookkeepers know first-hand the importance of a business having timely and accurate information so it is able to meet its financial obligations and monitor its performance.

At First Class Accounts we aim to maximise the value of our services. Given our specialist training and systems, and with the few hours of our services required weekly or monthly, you will readily appreciate the benefits you gain by being informed, up-to-date and compliant. The agreed fee enables you to accurately budget the cost of your bookkeeping requirements. You will undoubtedly benefit at year-end when your accountants are handed a meticulous set of accounts for their annual reports and tax returns!

Rather than fret and sweat about cash flow, debtors, systems and the like, let us free you to pursue the things in business and life that matter most.

INTRODUCTORY OFFER

Call First Class Accounts today to arrange your free business analysis.

In just a few hours, we can help you take the first steps towards working smarter and enjoying a more balanced lifestyle.

Call today on 1800 082 066

Your local First Class Accounts bookkeeper will:

- Analyse and evaluate your current accounting set-up
- Examine your BAS and PAYG reporting
- Identify where you can improve your procedures
- Show you ways to save time or money
- Demonstrate how timely and accessible information will improve your cash flow, control and insight

What makes us First Class

First Class Accounts bookkeepers undergo an intensive training program before they are licensed.

So they are:

- Fully compliant with the requisite training required by the Australian Taxation Office for the preparation of BAS and PAYG returns.
- Conversant with the latest accounting software systems as professional Partners with MYOB, Reckon, Xero and IntuitQBO.
- Able to access the full suite of First Class Accounts technical and support resources.

You will enjoy the reliable, flexible and responsive approach our operators bring to your work, and with our personable manner we readily become indispensable members of your business.

Inside Layout

A4 Flyers

A4 Flyers are perfect for use in waiting room racks, for unaddressed mail, general promotions and to provide to new leads.

Your Trusted Partner for Bookkeeping Support



Professional, reliable bookkeeping services from First Class Accounts.

At First Class Accounts Territory, we understand the challenges of managing messy books while focusing on strategic advisory work. As Australia's largest bookkeeping franchise, with over 140 locations, we're here to help accountants like you by providing:

- ✓ Reliable day-to-day bookkeeping support.
- ✓ Accurate and timely financial data for your clients.
- ✓ A seamless partnership to enhance your services.

FRANCHISEE
IMAGE
PLACEMENT

John Smith
Certified Bookkeeping Specialist
 BAS Agent Number #12345678

Our local bookkeepers are ready to support you and your clients with professional, local expertise.



"Their ability to bring structure and clarity to messy or neglected accounts has been invaluable, allowing us to focus on higher-value services for our clients."

— Stuart Cameron, Partner, KS Black & Co

www.firstclassaccounts.com/territory



Call: 0401 234 567
 Follow us on Facebook:
 @firstclassaccountsterritory

Front

Why Choose First Class Accounts Territory?





Get reliable support for your clients
 Your clients' books stay organised, compliant, and up-to-date, ensuring a smooth experience for everyone.



Free up your time for advisory work
 Focus on delivering strategic insights and tax services, while we handle the day-to-day bookkeeping.



Strengthen client relationships
 Expand your service offering with trusted bookkeeping support, reinforcing your value as their accountant.



Provide cost-effective solutions
 For clients who don't need a full-time bookkeeper, First Class Accounts offers a practical alternative.



Scale with confidence
 As your clients' businesses grow, our support scales with them—no need to hire internally.



Boost efficiency for your firm and your clients
 Outsource routine tasks to save time, enhance productivity, and improve workflow for everyone involved.

John Smith at First Class Accounts – Territory
M. 0401 234 567 E. john.smith@firstclassaccounts.com
www.firstclassaccounts.com/territory

www.firstclassaccounts.com/territory

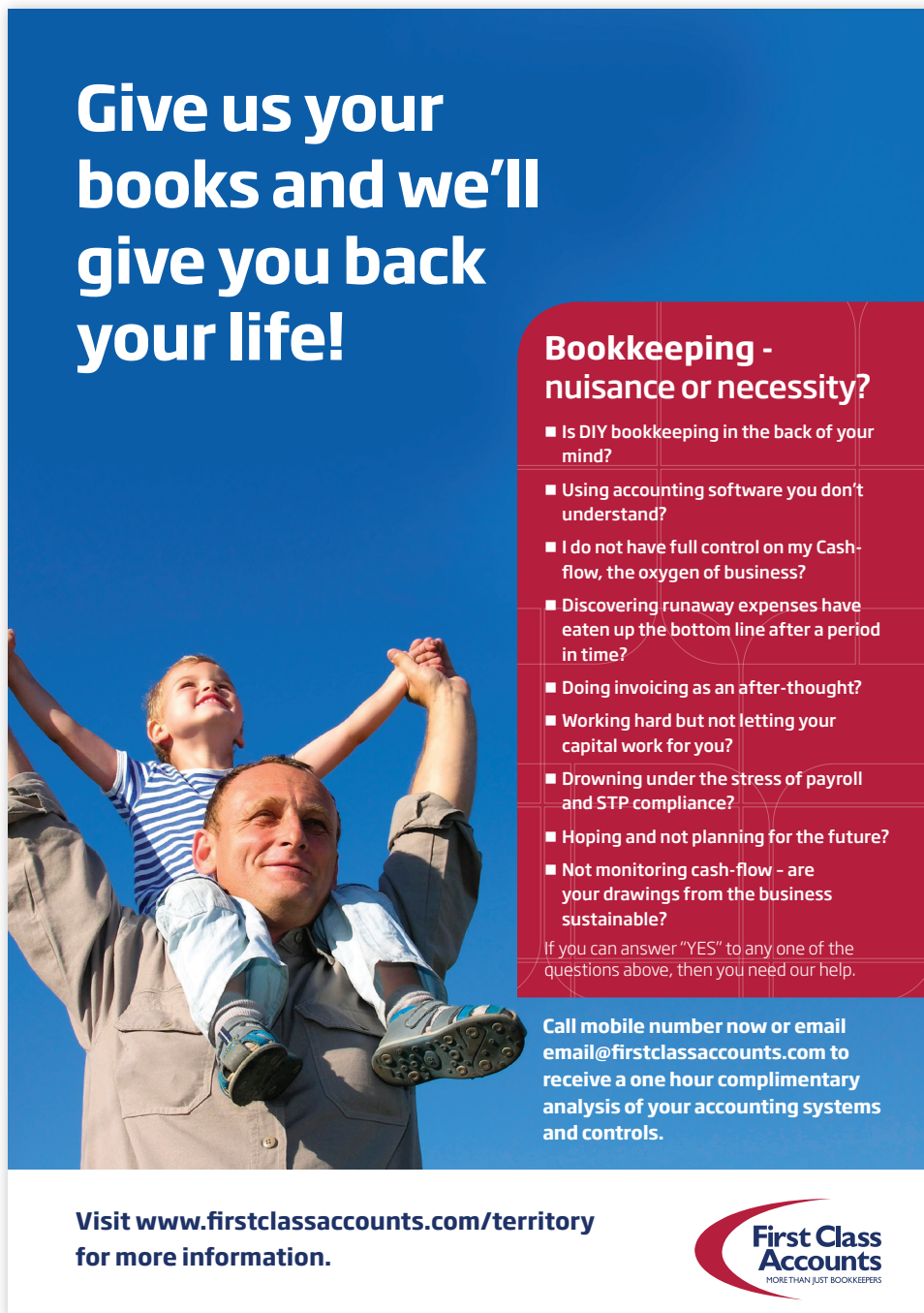


Call: 0401 234 567
 Follow us on Facebook:
 @firstclassaccountsterritory

Back

A4 Flyers

A4 Flyers are perfect for use in waiting room racks, for unaddressed mail, general promotions and to provide to new leads.



Give us your books and we'll give you back your life!

Bookkeeping - nuisance or necessity?

- Is DIY bookkeeping in the back of your mind?
- Using accounting software you don't understand?
- I do not have full control on my Cash-flow, the oxygen of business?
- Discovering runaway expenses have eaten up the bottom line after a period in time?
- Doing invoicing as an after-thought?
- Working hard but not letting your capital work for you?
- Drowning under the stress of payroll and STP compliance?
- Hoping and not planning for the future?
- Not monitoring cash-flow - are your drawings from the business sustainable?

If you can answer "YES" to any one of the questions above, then you need our help.

Call mobile number now or email email@firstclassaccounts.com to receive a one hour complimentary analysis of your accounting systems and controls.

Visit www.firstclassaccounts.com/territory for more information.



**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

A4 flyer / E-brochure

A4 Flyer or E-brochure designed for you to send out in an email to your clients. Please contact Marketing Department for this brochure



The flyer features a blue background with a photograph of a man lifting a young child into the air, both with their arms raised in a celebratory gesture. The headline is in large, bold, white text. A red box on the right contains a list of 12 common business pain points. The footer includes a call to action and the company logo.

Give us your books and we'll give you back your life!

- Thinking Bookkeeping is just Data Entry?
- Not fully understanding and using your accounting software?
- Does your cash flow, the oxygen of your business, feel out of control?
- Discovering too late that expenses have eaten up all your profits?
- Battling to lodge your BAS according to ATO requirements and on time?
- Doing Invoices to clients that are late and missing some charges? And aren't paid?
- Working hard, but not having any money?
- Drowning under the stress of payroll and STP compliance?
- Hoping, and not planning, for the future?
- Relying on loans to keep your business operating?
- Selling products at an actual loss, but not know which ones?
- Knowing there are better solutions, but not what to do?

Call your First Class Accounts bookkeeper now for your free business evaluation.
www.firstclassaccounts.com



**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

A4 Flyer Version 2

Product No: 00138A



A4 Flyers

An example of sample flyer that can be sent out to Accountants and also Business Owners.



Imagine how nice it would be if all your business clients came to you with tidy and accurate books!

POSITIONAL IMAGE

I can assist you there. As a First Class Accounts professional bookkeeper located in Suburb location and servicing surrounding areas, I take pride in delivering a range of bookkeeping services to small and medium sized businesses. My services are ideal for organisations that do not have the time or background to maintain accurate and timely accounts.

Having spent a number of years in the profession, I understand the Accountant/Tax Agents requirements to have clients' financial records ready for your review. I focus on my clients' needs providing accurate reporting, reliability and results.

Give me a call and see how I can assist you and/or your clients.

Skills	Services
• Successfully completed the First Class Accounts Accredited Bookkeeping Training Program • Fully trained in accounting software such as MYOB, Xero, Reckon & Quickbooks (QBO) • Fully registered and authorised to trade as a First Class Accounts professional bookkeeper • Member of the Australian Bookkeepers Association (ABA)	• Bank Reconciliations • GST settings, BAS & STP preparation* • General Ledger reconciliation and maintenance • Accounts payable and receivable • Weekly, fortnightly, monthly or quarterly accounts management • Budgeting and forecasting • Debt management and collections • Cash flow management • Accountant ready books for taxation & financial planning • Payroll, PAYG, payment summaries & superannuation* • Software training

Call **John Smith** at First Class Accounts Sample territory on **0401 234 567**
www.firstclassaccounts.com/territory

* Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562.



Alternative Software Logos

myob

Option: 001

Reckon 

Option: 002



Option: 003

 **qb intui quickbooks.**

Option: 004

myob  
 **qb intui quickbooks.**

Option: 005

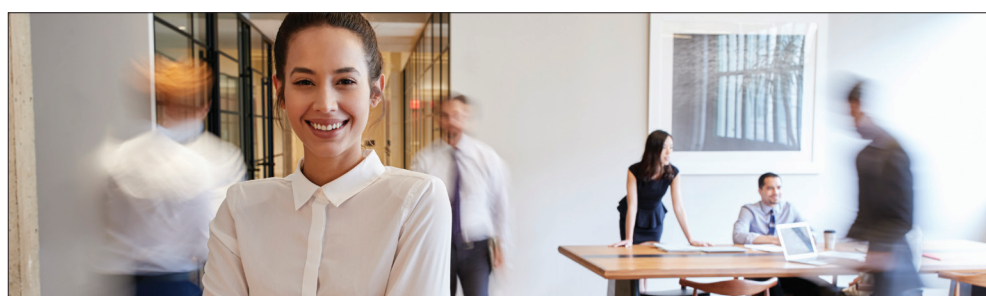


Option: 006

A4 Flyers

Refer to page 51 for preferred software logo

An example of sample flyer that can be sent out to Accountants and also Business Owners.



**Your business bookkeeping - minus you!
Forget the stress and hassles. As your business
grows so does your needs.**

POSITIONAL IMAGE

Do you need a professional bookkeeper you can count on to look after your business or your organisation's books? I can help you.

"Give me your books and I'll give you back your life"!

As a First Class Accounts professional bookkeeper located in Suburb location and servicing surrounding areas, I take pride in delivering a range of bookkeeping services to small and medium sized businesses. My services are ideal for businesses that do not have the time or background to maintain accurate and timely accounts.

I understand the importance of streamlined compliant bookkeeping and understand the challenges and hurdles that small business owners face.

Skills

- Successfully completed the First Class Accounts Accredited Bookkeeping Training Program
- Fully trained in accounting software such as MYOB, Xero, Reckon & Quickbooks (QBO)
- Fully registered and authorised to trade as a First Class Accounts professional bookkeeper
- Member of the Australian Bookkeepers Association (ABA)

Services

- Bank Reconciliations
- GST settings, BAS and STP preparation*
- General Ledger reconciliation and maintenance
- Accounts payable and receivable
- Weekly, fortnightly, monthly or quarterly accounts management
- Budgeting and forecasting
- Debt management and collections
- Cash flow management
- Accountant ready books for taxation & financial planning
- Payroll, PAYG, payment summaries & superannuation*
- Software training

Call **John Smith** at First Class Accounts Sample territory on **0401 234 567**

www.firstclassaccounts.com/territory

* Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562.

myob



qb intuit quickbooks



Landscape Advertising Templates

Refer to page 31 for preferred software logo

Ideal for all publications excluding classified advertising.

If you are a registered BAS or TAX Agent the flyers will differ slightly. You will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided. If not a BAS or TAX Agent the disclaimer of (*Working under the supervision) an * must be added to text.

You can count on us to get the job done

Accurate, fast and compliant bookkeeping tailored to Aussies



Flexible local bookkeeping services tailored for small business

- Bank reconciliations
- Data processing & automation
- Software Training
- Accounts Payable/Receivable
- GST & BAS Services
- Profit and Loss statements
- Debt management
- Cash flow management
- Stock control & inventory
- STP Reporting

Why choose First Class Accounts?

- We're Australia's largest bookkeeping franchise
- Our clients attest to our competence, reliability & integrity
- We are fully insured

Introductory offer - call now for your FREE business appraisal

Call John Smith at First Class Accounts - Territory
Mobile 0400 123 456 (business hours) | john.smith@firstclassaccounts.com
www.firstclassaccounts.com/territory

*Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562



Product No: 00129



insert chosen slogan here

insert sub-header here

GIVE US YOUR BOOKS & WE'LL GIVE YOU BACK YOUR LIFE!

Flexible local bookkeeping services tailored for small business

- Bank reconciliations
- Data processing & automation
- Software Training
- Accounts Payable/Receivable
- GST & BAS Services
- Profit and Loss statements
- Debt management
- Cash flow management
- Stock control & inventory
- STP Reporting

Why choose First Class Accounts?

- We're Australia's largest bookkeeping franchise
- We are fully insured

Call John Smith at First Class Accounts - Territory
Mobile 0401 234 567 (business hours)
www.firstclassaccounts.com/territory



CALL TODAY TO GET YOUR BOOKS UP TO DATE FAST!

Product No: 00130

Give us your books & we'll give you back your life!



Flexible local bookkeeping services tailored for small business

- Bank reconciliations
- Data processing & automation
- Software Training
- Accounts Payable/Receivable
- GST & BAS Services
- Profit and Loss statements
- Debt management
- Cash flow management
- Stock control & inventory
- STP Reporting

Why choose First Class Accounts?

- We're Australia's largest bookkeeping franchise
- Our clients attest to our competence, reliability & integrity
- We are fully insured

INTRODUCTORY OFFER
call now for your **FREE** business appraisal



Call John Smith at First Class Accounts - Territory • Mobile 0400 123 456 (business hours) • www.firstclassaccounts.com/territory

Product No: 00131

Product No: 00132



Posters

A sample of promotional signage for use in brand awareness. If you are a registered BAS or TAX Agent the poster will differ slightly. You will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided. If not a BAS or TAX Agent the disclaimer of (*Working under the supervision of) an * must be added to text.

First Class Accounts
MORE THAN JUST BOOKKEEPERS
Australia's Leading Bookkeeping Network

Give us your books and we'll give you back your life!

Flexible local bookkeeping services tailored for small business

- Bank reconciliations
- Data processing & automation
- GST & BAS Services
- Profit & Loss statements
- Accounts Payable/Receivable
- Regular management reports
- Debt management
- Stock control & inventory
- Single Touch Paroll Reporting*
- Super Obligations

Why choose First Class Accounts?

- We are ATO compliant and remain up to date with new legislation
- We are conversant with the latest accounting software systems as professional partners with MYOB, Xero & IntuitQBO
- We are committed to working with our clients to strengthen their financial position

Introductory offer
Call now for your FREE Business Appraisal

Call John Smith at First Class Accounts - Territory
Mobile 0401 234 567 www.firstclassaccounts.com/territory

*Working under the supervision and control of First Class Financial Group Pty. Ltd. Bas Agent #26202562

Alternative Software Logos

myob

Option: 001

Reckon **R**

Option: 002



Option: 003

qb intuit quickbooks.

Option: 004

myob Reckon **R** xero
qb intuit quickbooks.

Option: 005



Option: 006

Posters

Refer to page 54 for preferred software logo

A sample of promotional signage for use in brand awareness. If you are a registered BAS or TAX Agent the poster will differ slightly. You will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided. If not a BAS or TAX Agent the disclaimer of (*Working under the supervision) an * must be added to text.



**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

We'll balance your books and help balance your life.

Flexible local bookkeeping services tailored for small business

- Bank reconciliations
- Data processing & automation
- GST, BAS and Single Touch Payroll reporting
- Profit & Loss statements
- Accounts Payable/Receivable
- Regular management reports
- Debt management
- Stock control & inventory

Why choose First Class Accounts?

- We are committed to working with our clients to strengthen their financial position
- We are trained to professional accredited standards
- We are ATO compliant and remain up to date with new legislation

Call now for your Free Business Appraisal

John Smith at First Class Accounts - Territory
 Mobile 0401 234 567 www.firstclassaccounts.com/territory
www.firstclassaccounts.com | 1800 082 066

myob **xero** **Reckon** **qb** **intuit quickbooks** **FCA**
*Working under the supervision and control of First Class Financial Group Pty Ltd, Tax Agent number 20874002

Posters

Refer to page 54 for preferred software logo

A sample of promotional signage for use in brand awareness. If you are a registered BAS or TAX Agent the poster will differ slightly. You will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided. If not a BAS or TAX Agent the disclaimer of (*Working under the supervision) an * must be added to text.



**First Class
Accounts**
MORE THAN JUST BOOKKEEPERS

We will balance your books and help balance your life

Professional Bookkeeping is essential to build a thriving business.

EXPERTISE YOU NEED - SERVICE YOU DESERVE.

First Class Accounts franchisees provide flexible, compliant and simplified bookkeeping services for any business.

Flexible bookkeeping services tailored for your business include

- Bank Reconciliations
- Payroll & PAYG
- GST, BAS & Single Touch Payroll Requirements
- Profit & Loss Statements
- Super Obligations
- Cash Flow Management
- Software Training & Support
- Financial Reporting & Analysis

Why choose First Class Accounts?

- First Class Accounts Bookkeepers help businesses perform with accurate bookkeeping services that show you, as business owners, how you are performing and where you can save time and money
- We are ATO compliant and remain up to date with new legislation
- We are committed to working with our clients to strengthen their financial position
- Conversant with the latest accounting software systems as professional partners with MYOB, Xero & IntuitQBO.
- You will enjoy the reliable, flexible and responsive approach our franchisees bring to your work, and with our personable manner, we readily become an indispensable member of your business

Call now for your Free Business Appraisal.

www.firstclassaccounts.com | 1800 082 066







Product No: 00137



Pull-up Banner

Pull up banners are ideal for use at trade shows, exhibitions, conferences or any other events. The pull up banner comes complete with a stand and bag and folds away making it perfect for travel. They are compact and lightweight with dimensions of 850mm (W) x 2000mm (H).

A single template has been made available and contains a company overview and contact details.

Within each template there is very limited flexibility whereby contact details can be updated and logo's removed.

If you are a registered BAS or TAX Agent the pull up banner will differ slightly. You will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided. If not a BAS or TAX Agent the disclaimer of (*Working under the supervision) an * must be added to text.

National Office's pull up banner is available for hire.



Alternative Software Logos

myob

Option: 001

Reckon R

Option: 002



Option: 003

qb intuit quickbooks.

Option: 004

myob Reckon R xero qb intuit quickbooks.

Option: 005



Option: 006

Car Signage

Rear Windscreen

The following imagery depicts approved vehicle signage samples for First Class Accounts vehicles. Rear windscreen signage is installed in two-colour heavy duty vinyl. One-way vision™ utilizes perforated film for maximum impact without compromising driving visibility.

Red: Arlon Calon 5000 Series – Bright Cardinal Red #60

Blue: Arlon Calon || Series – Light Navy #93

White: Arlon Calon 5000 Series – White #102

***When ordering, please use the specific car signage order form.**



Rear windscreen (standard vinyl-cut)

Door Panels

Door panels (below) may contain two-colour vinyl with territory and phone number.

Vehicle Magnetics are available as either one or two pieces showing services and phone number plus panel 'Give us your books and we'll give you back your life!'

**When ordering, please use the specific car signage order form.*

driver's side

passenger's side

light background



www.firstclassaccounts.com

Call 04xx xxx xxx

**Give us your books and
we'll give you back your life!**



www.firstclassaccounts.com

Call 04xx xxx xxx

**Give us your books and
we'll give you back your life!**

dark background



www.firstclassaccounts.com

Call 04xx xxx xxx

**Give us your books and
we'll give you back your life!**



www.firstclassaccounts.com

Call 04xx xxx xxx

**Give us your books and
we'll give you back your life!**

580 x 485mm each side

Door Magnets

Door panels (below) may contain two-colour vinyl with territory and phone number.

Vehicle Magnetics are available as either one or two pieces showing services and phone number plus panel 'Give us your books and we'll give you back your life!'

***When ordering, please use the specific car signage order form.**



Main area: 580 x 350mm. Tagline: 580 x 150mm

Shop Front Signage (Sample Only)

Doors, Windows, Facia, Strip Panels by the metre.

The following imagery depicts approved shop signage samples for First Class Accounts franchisees' offices.

Templates have been designed by our own designer to ensure uniform signage/artwork and image is presented in the correct advertising format. Once you have placed your order with dimensions etc. our designer will forward the completed artwork to your preferred installer. Please ensure you give the **exact glass panel sizing** for each window area that the sign will be adhered to. This will ensure the files fit the area correctly.

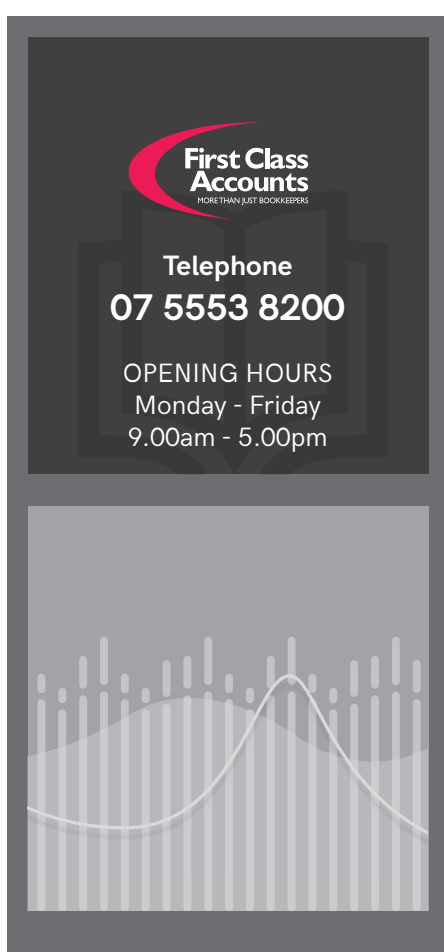
If you are a registered BAS or TAX Agent the Shop Front Signage will differ slightly. You will need to provide your BAS or TAX Agent number. You can use the Logo that the Tax Practitioners Board has provided.

If you are not a registered BAS or TAX Agent then we will have to remove the following bullet points 'Preparation of BAS' and 'Payroll'.

By Quotation
as Required



Commercial premises
Window Panels (plain and frosted)



Commercial premises
Front Door, (plain and frosted)

Shop Front Signage (Sample Only) (cont.)

By Quotation
as Required



Product No: 00141

Commercial premises
Window Panels, (plain and frosted)



Product No: 00142

Outdoor Building
Artwork only supplied for fascia board. Wording will differ if not a BAS Agent



Partner Logos

The following software logos can be used by all bookkeepers.



Updates and Revisions

First Class Financial Group Pty Ltd reserves the right to update this guide at any time and where revised, will communicate and supply the revised document to all franchisees by way of the First Class Accounts member **Resource Area - The Wall**.

For further enquiries, please contact First Class Financial Group Pty. Ltd.

Street Address: Suite 302,
237 Scottsdale Drive
Robina, QLD 4226

Postal Address: PO Box 851, Robina QLD 4226
Phone: 07 5553 8200
Fax: 07 5578 9028
Email: info@firstclassaccounts.com