



Welcome to Manning Tax & Business Consultants

Our Challenge is to Give You a Wonderful Experience

OUR FIRST MEETING – WHAT TO EXPECT

At Manning Tax & Business Consultants, we pride ourselves on the level of communication we have with our clients. To help us keep you informed and serve you best, we need to gather some information from you. We therefore ask that you complete the attached form and return it to the Receptionist.

You would have already been advised that the cost of this initial meeting is \$120 (including GST). We will issue a receipt upon payment. We accept most major credit cards.

AS A MANNING TAX & BUSINESS CONSULTANTS CLIENT – WHAT TO EXPECT

- Excellent service
- Ongoing Education – We believe the only difference between wealthy people and poor people is their level of knowledge. We therefore commit to the ongoing education of our clients in the areas of Wealth Creation, Tax Minimisation and Asset Protection.

We deliver this education to our Clients through:

- Twelve (12) monthly Newsletters – via email.
- Seminars

"HELPING YOU GROW THE BEANS, INSTEAD OF JUST COUNTING THEM..."

Our friendly team of experienced professionals specialises in Accounting, Taxation, Business Development, Property Investment, and Self Managed Superannuation Funds.

Our expertise is small business, tax planning and the associated structuring of assets and investments from a tax efficient perspective.

Our firm allocates a personal support team to assist our principal and our client managers to service you, the client. The Client Manager allocated to you is qualified and experienced and is responsible for the preparation of financial statements, income tax returns and basic tax planning. Our principal, Brian Alexander, concentrates and advises on the more specialised, complex and strategic areas of income tax planning, business development and investment structuring.

This dual relationship management approach enables us to maintain a high level of service to our clients by providing you with a dedicated team of people who will know your affairs intimately.

Our firm's success has been due to the high quality of advice given and to the friendly, personal service offered to clients.

Welcome Aboard – We Guarantee You a Wonderful Experience

WHY USE MANNING TAX & BUSINESS CONSULTANTS

We believe the two-tier support system offers our clients high quality service at reasonable fees.

Although Brian's input on general accounting matters is minimal, he is still involved in matters of quality control and strategic planning. The lower charge out rates of our specially chosen and trained Accounting staff will result in savings to you the client.

The Client Manager allocated to you is suitably qualified and carefully trained and can assist you with most, if not all, accounting matters.

We are much more than a bookkeeping service. Many accountants only offer a bookkeeping service because they either lack the expertise, or are too busy with general accounting matters, to explore and exploit the latest tax planning arrangements.

Tax laws are changing constantly and unless your accountant has the time to look into and keep up to date with those changes, you will lose the benefits.

At Manning Tax & Business Consultants we will always endeavour to give the best and latest advice available.

PURPOSE & SCOPE OF ENGAGEMENT

The purpose of our engagement is for a combination of some or all of the following:

- Preparation of income tax return
- Preparation of financial statements
- Preparation of BAS & GST returns
- Review of statements that you have prepared yourself
- Advice relating to investment, business development or Superannuation

OUR FEES

The initial consultation for advice includes a refundable \$120 fee - a rebate against future fees is available for further engagements with us at Manning Tax & Business Consultants.

Our fee for preparing accounts, tax returns etc is charged either on a "Schedule Fee Basis" or prepared on a Time Basis. The nature of the work will determine the basis of the charge.

Please see our Indicative Price List for further details.