



End-to-end Outsourcing services for
Accounting & Bookkeeping firms



Ajeet Agarwal
Managing Director, India



Amit Agarwal
Managing Director, UK





About Outbooks

Founded in 2011, we live up to our reputation as a reliable, and specialist accounting & bookkeeping outsourcing service provider, straddling the full suite of support and advisory services to accountants and the organisations they represent in the UK.

We help clients tower over the competition with greater focus on core objectives, cost-effective outsourcing services, ironclad guarantee of reliability & exceptional delivery.



www.outbooks.com



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Meet the Executives

Other people's successes are good news - for them and for you. Good for you because they then help your Business grow



Amit Agarwal

Managing Director, UK



Ajeet Agarwal

Managing Director, India

From the Founders Desk

Success comes at a price. Accountability to business goals, to employees, to stakeholders and laws of the land. Accounting goes beyond just accountability, it strikes the balance that gives meaning to a business.

The narrative is always in the numbers. Accounting offers explicit inputs that can sway tactical and strategic decisions towards better outcomes in a business. Accounting services have a broader mandate than actuarial science, and this is testimony of the specialist nature of services provided. The processing of financial data, encompassing basic bookkeeping to advanced tax computation and analytics, offers businesses, insights that help navigate towards ultimate objectives, while ensuring compliance.

Outsourcing has established an ecosystem that is integral to the successes of businesses, riding high on technological progress and acquisition of specialist knowledge. Low costs, speed of turnaround, scalability, high quality of services and experience of resources are just a few of the many standout benefits that accrue from accounting.



Team and Offices

From London to Gurgaon, Noida & Alwar –
We are your extended team

People Who Get The Work Done.

We are 450+ strong and truly believe that a healthy and happy team builds a happy company. We value our employees. We provide good comfortable workspaces, train them, reward them and work towards changing lives.

Every employee is a part of the Outbooks family and we take care of each one as our own!



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Ethics & Compliance

The most trusted and reliable outsourcing partner

Building trust and Relationships

Ethics and professionalism are lynchpins that drive our relations with clients. The need to deliver, the need to see a satisfied client at the conclusion of business is the ultimate goal which directs the focus of every single accounting effort and support service



Security & Confidentiality

We make sure to never compromise yours!

Safety of Customer data is our utmost priority

At Outbooks we understand these concerns and safeguard your data while giving you top notch outsourcing services. We do regular health check ups and monitor all systems and processes very diligently as we understand the importance of data and it's safety for our customers.

- Antivirus
- Secure Logins
- Firewall
- Encryption
- VPNs
- DLP

- Servers in the UK, connection via VPN
- Controlled Data Transfers
- Employees get access to only those files which they are allowed to
- Uploads/Downloads are disabled outside permitted channels
- Removable drives on desktop strictly disabled
- Security guards and CCTV Cameras in all offices
- Lockers provided for staff
- Several websites are blocked for access
- Laptops, Mobiles not allowed. Use of Desk phones & Desktops only
- We use highly secure & GDPR compliant services like Box and AWS for our software and data transfers
- No personal data is stored without your consent
- Secure Emails & data transfers
- Data in motion monitored

Our services

Looking for professional advice on how to scale for your practice? We can help!

Bookkeeping

- Posting
- Allocation
- Bank reconciliation
- Financial Reporting
- Virtual CFO

Accounts Payable

- Invoice Processing
- Supplier Management
- Purchase Order Matching
- Expense Management
- Payment Processing
- Account Reconciliation
- Data Reporting and Analysis



Company Secretarial

- Company Formation
- Board Support and Meeting Administration
- Statutory Compliance
- Share Capital and Shareholders Matters

Accounts Receivable

- Billing and Invoicing
- Managing Credit
- Collections
- Accounts Reconciliation
- Analysis and Reporting
- Compatibility with Accounting System

Management Accounts

- Profit and Loss Reporting
- Balance Sheet Reporting
- Ledger Management
- Cash Flow Management
- Comparison to Budget

Why outsource?

Save on costs and scale without increasing headcount



Why Outbooks?

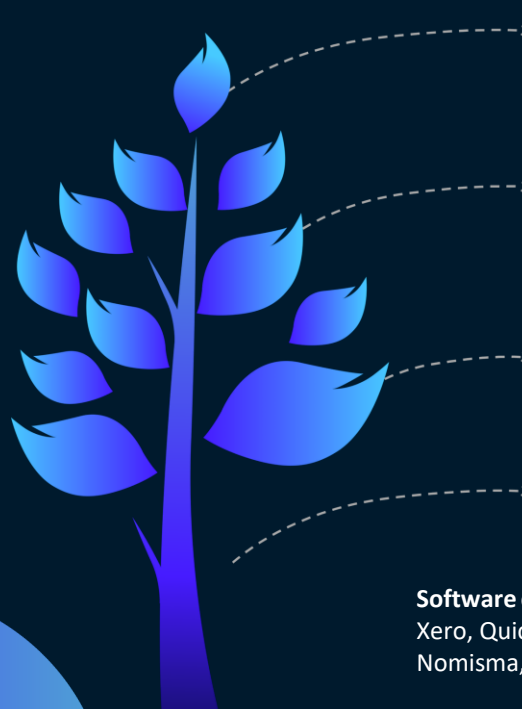
Thinking of Outsourcing? Think of Outbooks!

The Secrets of Our Success

Outsourcing can help you tower over the competition with greater focus on scaling your practice at lower cost.

There are many reasons to choose Outbooks:

- Commitment to quality & excellence
- Quality of services
- Pledge of security & confidentiality
- Responsive approach & communication
- Flexible engagement models
- Unbeatable value for money
- Adherence to timelines



10+ years in business
Real time reporting

Flexible engagement models
100% Secure and compliant

Dedicated account manager
Phone and Email support

450+ specialised team members
Flexible engagement models

Software capabilities:

Xero, Quickbooks, Freeagent, TaxCalc, Sage, Nomisma, Iris, Absolute and several more...

End-to-End Outsourcing Process

How it works

1. We agree on data sharing platform, software and commercials
2. We sign the contract
3. You upload data via secure channels
4. Our team validates the data
5. We agree on pricing & delivery dates
6. Outbooks team delivers the output
7. You provide feedback
8. We make amends if required & re-upload the output
9. Happy faces & sign off from the job



Engagement Model 1

Per FTE

Per FTE

How does our Per FTE Engagement Model work?

- We allow you to conduct interviews with prospective full-time employees before we assign them to you
- All our full-time employees have access to a desktop computer, a mobile phone, and other essential tools to ensure they work effectively remotely.
- Our employees are available from 8 AM to 5 PM Monday to Friday, facilitating smooth collaboration and prompt project completion.
- The FTE is considered an extension of your team and reports directly to you. You can monitor and direct every aspect of their work and output.
- We allow you to switch out underperforming employees anytime to ensure you have the best possible workforce.
- All our full-time employees have extensive training and experience, with many degrees in commerce.
- We have ACCAs on hand for positions that need accounting expertise.
- They are entitled to US leave annually.

The Advantages of our Per FTE Engagement Model

- Save up to 35% and better manage your finances.
- Reduces overhead.
- No employee management.
- Simplified administrative processes.
- Rapid expansion to meet the ever-evolving needs of your company.

Engagement Model 2

Per Hour

Per Hour

How does our Per Hour Model work?

- Outbooks hourly engagement model offers flexibility and convenience to meet customers' needs without any long-term commitment.
- No fixed commitment to the use of our hourly engagement model. You are not obligated to use our services for any minimum or maximum period.
- You can work on an hourly basis instead of getting an FTE.
- We give weekly timesheets outlining the hours spent on each job to guarantee open communication and precise invoicing.
- The separation of time spent on bookkeeping activities and confirmation statements from the time spent on accounting to aid in precise invoicing and proper resource allocation.
- Our hourly engagement model reduces the time and hassle of quoting, agreeing on a price, and getting started on a project. You can instantly begin using our services, simplifying the procedures and saving time.

The Advantages of our Per Hour Engagement Model

- Relationship starting is made simple with Per Hour Engagement Model.
- You can experience our knowledge and skill without commitment.
- Save up to 40%.
- We guarantee that your purchased hours will never expire.
- Streamlined process.

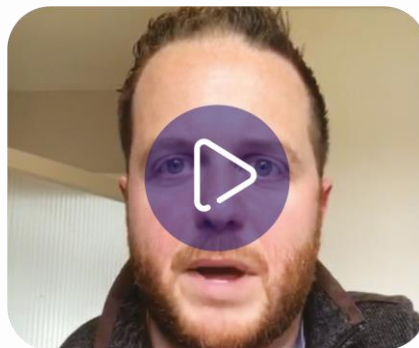
Testimonials

See what they say about us



PHIL BESSANT
DIRECTOR,
PHIL BESSANT LIMITED

UK'S Top
Accounting Startups



ALEX WEDDELL
FOUNDER,
OZLOP

One of the Fastest growing
Accounting Startups



GARY ZOUVANI
OPERATIONS DIRECTOR,
DNS ACCOUNTANTS

One of the Fastest growing
Accounting Startups

Case study: Client A

See how we can help

Challenge:

- The client was outsourcing their accounting and suffered tremendous losses.
- The client began looking for an alternative outsourcing service provider that could be trusted and who would promote the company's growth along with theirs. This is when they contacted Outbooks.

Solution:

- Outbooks offered to the client a full-time operating model along with a dedicated account manager at the same price point as the previous service provider.
- Our team of certified professionals delivered quick and hassle free accounting and bookkeeping services to the client.

Results:

Within 3 months, we fixed all the issues in the quarterly VAT returns and delivered everything with great precision

Promptly delivered weekly reports

Responded to client communication within 24 hours

Proactively notified the client when work was completed

Regularly nudged the client for more work

Relieved bandwidth for the client to meet new prospects

Case studies

See how we can help

Multi-award winning accountancy practice established in 2005, with revenues of over £2.5m, serves clients ranging between self employed to small businesses.

Challenges:

- Practice was observing a slow growth
- Slow turnaround time
- Costs were scaling faster than revenues
- Accounts were struggling with deadlines
- Client payments were constantly delayed

Solution:

- Outbooks worked with the Client to identify time-consuming tasks that could be outsourced
- Trained our staff & ran parallel operations for over a month to minimise operational risks
- Outbooks took over all day to day accounting queries received by the Client

Client B

Results:

- In under 3 months, we understood the whole practice, working culture, customer demands, work, regulations, and compliance requirements to deliver high quality of service
- Client's now able to focus on business development and improving customer experience
- Client saw a spike in growth

Case Study: Client C

Multi-award winning accountancy practice established in 2005, with revenues of over £2.5m, serves clients ranging between self employed to small businesses.

Challenges:

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Slow turnaround time
Costs were scaling faster than revenues
Accounts were struggling with deadlines Client payments were constantly delayed

Solution:

Outbooks worked with the Client to identify time-consuming tasks that could be outsourced
Trained our staff & ran parallel operations for over a month to minimise operational risks
Outbooks took over all day to day accounting queries received by the Client

Results:

In under 3 months, we understood the whole practice, working culture, customer demands, work, regulations, and compliance requirements to deliver high quality of service
Client's now able to focus on business development and improving customer experience
Client saw a spike in growth

OUTBOOKS

The most Trusted and Reliable outsourcing partner

Let us show you what our
team of professionals can do
for you and your practice

London HQ

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Whitefriars Avenue, Harrow, HA3 5RN
Registration No:10746177

Contact us

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Appendix 1

Detailed Process

1. We sign the agreement This is a very open ended agreement with no min term or min retainer. This is like master services agree ment and then we do work based on this agreement but it doesn't bind you to anything. If you can share company number, we will send the agreement specific to your company
2. We complete KYC/AML for a director
3. Customer to provide access to the documents. This can be done in one of the following ways:
 1. You can invite amit@outbooks.com to your cloud data storage folder
 2. We will invite you to our cloud data storage folder and allocate unlimited storage for you. You can upload all the paperwork the re under individual client folders.
 3. You can provide us access to your data server using remote desktop
 4. Or if we are using digital tools like RB, Hubdoc or auto entry then we will get the paperwork through these channels.
2. Customer to provide the login details for the software where they would like Outbooks to work on. This again can be done in o ne of the following ways:
 1. You can invite amit@outbooks.com to your cloud software for a client you want us to work on. This is convenient for any cloud based software. For the hosted desktop, it works very much like cloud software.
 2. You can provide us access to your software server using remote desktop. This is convenient for any desktop based software
3. Customer to send an email clearly detailing the requirements for the job. This needs to have the name of the company, job det ail s and any other useful information for the job. We can also agree the process and standard SOPs for all the jobs rather than discussing the requirem ent s for each job
4. We will send the missing log if there is any. Once we have the full paperwork, Outbooks to complete the job and send it to Cu sto mer for review. Weekly reports
5. will also be shared by Outbooks so that customer knows the progress and status of the jobs we are working on
6. Customer provides the feedback and Outbooks incorporates the feedback.
7. We continue the partnership