

FINANCIAL TUNE UP

Pay your bills late? Not in control of your financial paperwork? Don't have a system in place for bills and all the other paper that comes in the mail?

Sounds like you need a **Financial Tune Up**. Learn to organize your financial information.

Financial Tune Up Package (3 Hours):

- Review of current mail and paper management systems
- Learn how to:
 - Manage mail & bills
 - Set up a paper management system
 - Decide what to keep on file
 - Save money on monthly bills
- Action plan
- Email access/follow-up for 1 month
- **Atmosphere Consulting** organizing newsletter

Investment: \$240

Need hands on assistance? Additional sessions can be scheduled to get the backlog of paper in order and set up files for 2009.

Atmosphere can also help you make tax time less taxing. Call us today to learn how we can help you prepare your tax information and set up systems for next year.

Contact **Atmosphere Consulting** today to learn how we can help you take control and gain peace of mind.

All sessions can take place in your home, office or **virtually**, by phone.

Check out the my new blog for organizing tips
www.atmosphereconsulting.wordpress.com