

# How to Do Business with BJ Adams & Associates

**Our Complete Intake Process is an effort to increase efficiency and communication with our clients.**

**An Intake Coordinator is waiting to speak with you today!**



## **Our 3 Step Process:**

1. Meet with our Intake Coordinator
2. Gather your documents needed for your Consultant
3. Schedule your follow up meeting with a Consultant

We begin with a detailed consultation in order to fully understand your goals. This consultation will occur with an experienced consultant.

We have many locations for face-to-face consultations in Orlando, Florida and Atlanta, Georgia.

If you are currently outside of our face-to-face service area, which is true for many of our clients, who actually prefer to perform consultations via phone or Skype, we are simply a phone call or a click away from the comfort of your office or home office.

Based on the nature of your matter, our staff will assign a consultant that is most appropriate for your needs.

This process also allows us to assess your needs and expectations and how we can be of service.

To submit your documents online please email us at [documents@bjadams.org](mailto:documents@bjadams.org) to request a secure file upload account login.

## **Services**

- Tax Preparation Services
- Full Service Business Accounting
- Grant Writing
- Payroll Services
- Church Compliance Training
- 503(c) Filing
- Accounting for Athletes/ Entertainers
- Business Consulting

