



1/7 FISHER STREET, MALVERN EAST VIC 3145



Mobile: 0416 255 355  
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Web site: www.QuinlanConsultingTeam.com

Business Management Consulting  
MYOB Training and Installation  
Sales & Marketing Strategies  
Website & Database Design

Quinlan Consulting offers a range of business services, specialising in Bookkeeping (MYOB specialists), administration staff, Business Development and Training services. As the principal business owner I am fully qualified in Accounting (CPA) and Information Systems and hold an MBA. I take a 'hands-on' approach to supplying outstanding services to small and medium businesses.

The advantages of Quinlan Consulting Team (QCT) over traditional recruitment and consulting businesses are:

- **Quality, skills and attitude.** I personally test all applicants (1 hour exam). Having recruited for 10 years I am able to match skills to job requirements. Also from the training courses I run I can identify leading participants who have both communications skills and technical accounting and systems ability.
- **Extremely competitive rates. So competitive, we publish them!** (see last page) We supply excellent staff at a low cost that can source information from our experts as required (no extra cost to you). Costs include super, holiday leave, sick leave etc.
- **Peace of mind.** I personally audit BAS figures to pick up any errant transactions. When you need accounting guidance our network of professional consultants is on call to help.
- **Continuity of service.** Allowing your business to keep running smoothly whilst the bookkeeper takes annual leave (by offering other bookkeepers to fill the gap).
- **Management reporting information.** We understand that you are good at what you do and may not understand all accounting terminology. We supply management reports, with lots of graphs that real people can read!
- **We provide trained competent staff** on a temporary, permanent casual or full time basis with a view to long term relationships. Work can be performed at your premise or ours.
- **Flexible hours** - Understanding that many small business owners work during the day we also offer after hour and weekend times.

*The table compares the options of recruiting through a Recruitment Agency (on employment basis), recruiting an individual directly yourself or using the benefits of our QCT structure.*

<b>Function</b>	<b>Individual</b>	<b>Recruitment Agency</b>	<b>Quinlan Consulting</b>
Wage rate	<b>Cheap to Average</b>	<b>Average to High</b>	<b>Average</b>
Training & support	<b>None</b>	<b>None</b>	<b>High</b>
Recruitment costs	<b>Average to High</b>	<b>Extreme</b>	<b>Low</b>
Cover leave/sick days	<b>None</b>	<b>Average</b>	<b>High</b>
Access to tax information	<b>None to Low</b>	<b>None to low</b>	<b>Excellent</b>
Employment law concerns	<b>Average</b>	<b>Average</b>	<b>Low</b>
Wage on costs	<b>Average</b>	<b>Average</b>	<b>None - Few</b>
Peace of mind	<b>Low to Average</b>	<b>Average</b>	<b>Excellent</b>
Management reports	<b>Low to Average</b>	<b>Low to Average</b>	<b>High</b>

Attached is our business Profile explaining the services offered. As **shown a discount of up to 20% is offered** to clients using a consultant on a regular basis.

To discuss the advantages of our service I invite you to accept a free no obligation meeting to discuss how we could benefit the long-term success of your company.

I can be contacted on 0416 255 355 at any time.

Regards,

Tom Quinlan  
MBA, CPA, B.Acc, B.Comp, Ass.Acc  
Managing Director  
QUINLAN CONSULTING TEAM



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## **Quinlan Consulting specialises in Business Planning, Training and Bookkeeping support**

### **VISION**

To provide a total bookkeeping and management solution for small and medium sized businesses.

### **MISSION**

To offer an affordable support network that can be accessed at any time to help you the client make educated and informed business decisions.

To provide technical specialists to analyse and interpret your business reports to provide you with the understanding of your business performance.

To develop a team of highly accredited professionals with a customer focused attitude.

### **BACKGROUND**

Quinlan Consulting began in 1999 (incorporated in 2007) offering predominately bookkeeping support, choosing to specialise in installation of MYOB software due to its ease of use and affordability.

Quinlan Consulting experienced strong growth on the back of client referrals and now offer a network of professionals to not only install and train people in MYOB but also to explain the figures generated and foster forward planning and variance analysis. The future holds continued growth as we drive growth through customer satisfaction.

## **SERVICES OFFERED**

Quinlan Consulting reduces the stress and worry out of running a business. Offering a comprehensive business and accounting service we help grow your business while ensuring it is tax compliant.

We implement systems and processes allowing you to monitor, enhance, and improve your business. We offer support in the following areas:

### **Bookkeeping service**

Our Bookkeeping service is aimed at helping business owners understand and process the day-to-day accounting issues that arise. Your investment offers major saving on your end of year tax bill as you pay bookkeeping rates for your accounts work and your accountant is left doing just accounting work.

Our Bookkeeping service offers:

- Processing of all day-to-day transactions.
- Bank, credit card and loan reconciliations to pick up all deductions.
- Completion of BAS
- Profit & loss and cash flow review and reporting areas of excessive spending.

While our bookkeepers perform all tasks our preference is to communicate and train the business owners as much as possible to understand what the daily transactions within their business entail.

### **Taxation service**

We offer you security in the knowledge that your entire business transactions are reviewed against compliance to all Australian Taxation Office (ATO) regulations.

Whilst Quinlan Consulting Team does provide BAS completion services we do not specialise in tax returns. Our strength is in preparing your financial reports to 'Profit and Loss' and 'Balance Sheet' stage. We then work with your external tax accountant (we can recommend if you do not have one or wish to change) by providing all reports electronically, a list of points they need to take additional consideration of that are specific to you, answer any technical questions they have, communicate back to you (in plain English!) any changes they have made and finally journal the changes into your accounting system.

The advantages of this process is that your tax accountant only needs to charge you for the taxation services offered and does not need to undertake bookkeeping tasks – often resulting in large savings to you!

## **Business planning service**

Our Business Planning Service presents small and medium sized business access to modern business management trends employed by large successful organisations, so you can systematically guide your business to operational and financial success.

Issues covered include:

- SWOT Analysis
- Key Performance Indicators (KPI)
- Target Market
- Asset Utilisation
- Competitor Profiles
- Financial Analysis
- Market Trends
- Cash Flow projections
- Organisational Structure review

Each step is done in conjunction with the business owners. Post implementation reviews are performed to analysis KPI's, financial performance.

## **EMPLOYMENT COSTS**

Consultants are supplied on a subcontractor basis. This eliminates the need for you to pay employment costs associated with our work, such as PAYG, Superannuation, holiday pay, sick pay.

## **QUINLAN CONSULTING STAFF**

Quinlan Consulting Team is lead by Managing Director – Tom Quinlan. Your local consultant performs bookkeeping and day-to-day business monitoring:

See [www.quinlanconsultingteam.com](http://www.quinlanconsultingteam.com) website for the latest list of available staff

- Most consultants are tertiary qualified
- Consultants are selected on more than excellence in their field. Consultants are assessed against personality and communication criteria as well, which ensures they can successfully communicate information in training sessions. Our aim is to evoke a fun atmosphere and easily fit into your organisational culture.

## **CONTACT DETAILS**

To discuss the benefits of our consulting services contact Tom Quinlan anytime on 0416 255 355, 9571 1140 or Email [Tomquinlan@hotmail.com](mailto:Tomquinlan@hotmail.com) Additional details can be viewed on our website at [www.QuinlanConsultingTeam.com](http://www.QuinlanConsultingTeam.com)

## **TOM QUINLAN**



### **Position:**

Managing Director

### **Qualifications:**

- Certified Practicing Accountant (CPA).
- Accounting Degree - Monash University, Caulfield.
- Computing Degree - Monash University, Caulfield.
- Associate Diploma in Accounting - NMIT.
- Certificate in Marketing - NMIT.
- Masters in Business Administration (MBA) - Monash University - 75% complete.

### **Experience:**

Having completed a Double Degree, Tom led Morwin Pty Ltd a Programmed Maintenance company as Financial Controller then Finance & Administration Manager. At Morwin his responsibilities covered all aspects of management including Human Resources, Accounting, Computer Programming & Design, Strategic Management, and Marketing.

During Tom's four years with the company he led an increase in sales of over 400% propelling the company into a market leader in its sector.

Drawing on a number of initiatives Tom instigated at Morwin such as Website design, the ISO9002 Quality Accreditation process, Occupational Health and Safety (OHS) and solid accounting experience Tom made the move to consulting.

Tom joined National Foods (makers of Pura Milk) in the capacity of Financial Accountant. Six months later a promotion saw him accept a Financial Systems Manager role in corporate headquarters administrating National Foods Management Information Systems (such as Cognos).

Tom began the Quinlan Consulting Team business in 1999. Growing predominantly from referrals he established a large clientele base. By focusing on customer satisfaction and a personal service the consulting business has grown and employs a number of staff and consultants.

Tom focuses on business planning helping small and medium business by communicating and sharing his immense experience. Sharing his knowledge and MBA experience he helps develop small businesses in larger market leaders in their field.

Tom now spends a higher percentage of his time managing the structure of Quinlan Consulting and training his consultants to maintain the benchmark he established the business upon. However, Tom prides himself on assisting his clients thus he still actively participates in consulting.

## **DAMIEN HERBERT**

### **Position:**

Senior Consultant

### **Qualifications:**

- Accounting Associate Diploma - NMIT
- H&R taxation course
- Registered Tax Agent – Australian Tax Office

### **Experience:**

Having worked in an established public practice taxation firm Damien has outstanding skills in all aspects of tax. Focusing on business returns for small and medium sized firms Damien was an obvious fit to the Quinlan Consulting Team.

Damien prides himself on providing a personalised service. He offers a new age approach with outstanding communication skills. His posses a fun personality and systematically goes about gaining you the highest legal refund.

Damien began with Quinlan Consulting in December 2000. His knowledge base is maintained through numerous short courses and seminars and his continued employment in the accounting practice where he is soon to be a partner of the firm.

## **BILL ROBBINS**

### **Position:**

Bookkeeping Consultant

### **Qualifications:**

- Masters in teaching - School for International Training U.S.A.
- Bachelor of Arts - Ottawa University U.S.A.
- Certificate IV in Small Business Management - New Enterprise Incentive Scheme
- Bookkeeping for Small Business Operators - Swinburne University

### **Experience:**

Possessing a Masters in Teaching and vast qualifications Bill Robbins is highly effective in teaching business owners bookkeeping and MYOB principles. His mature personality combines with his friendly manner to offer even computer beginners simple and effective ways to understand the many complexities of business. Bill approaches all situations in a methodical way and step-by-step explains the reason for each transaction.

After many years of teaching across Japan, U.S.A., Australia and Mexico Bill made a number of successful small business ventures including bookkeeping services to his own established clientele base. Bill joined Quinlan Consulting in December 2001.

**A COMPLETE LIST OF STAFF IS SHOWN AT**  
[www.quinlanconsultingteam.com/staff.php](http://www.quinlanconsultingteam.com/staff.php)

## Price Schedule

By maintaining low overheads and utilising our economies of scale we are able to offer the following business investment options:

SERVICES	Hourly Rate	# After Discount
Basic Data entry in MYOB/QuickBooks or basic administration tasks	\$19 + GST	\$17 + GST
Accounts Receivable and Payable, low level payroll, bank reconciliations	\$22 + GST	\$19.50 + GST
Complete Bookkeeping, Payroll, Financial reporting, budgeting	\$35 + GST	\$24 + GST
Business planning and development or Tax compliance issues	\$60 + GST	\$60 + GST
Accounting support (eg, System set up, profitability analysis, BAS review, auditing file). <i>Note: Tasks normally done by Tom Quinlan</i>	\$90 + GST	\$60 + GST (Discount rate also offered to clients that have a Quinlan C Bookkeeper engaged)
Website Design	\$50 + GST	\$40 + GST

**# For ongoing regular work a discount up to 20% is offered on hourly rate.**

Note: Prices are a good indication. However, some consultants may fall between bands. Eg if they are doing some data entry and some Accounts payable then the rate may be around \$18.50 (after discount).

To discuss how to save hundreds of dollars off your end of year tax bill and access business performance figures on a daily basis, I invite you to call me on 416 255 355 or Email me at [Tomquinlan@hotmail.com](mailto:Tomquinlan@hotmail.com)

Regards,

Tom Quinlan  
MBA, CPA, B.Bus (Acc), B.Bus (Comp)  
Managing Director  
QUINLAN CONSULTING TEAM