



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.co.uk



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+44 330 057 8597



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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outbooks
Quality & Certainty

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



IEC REGISTERED

ISO 27001:2013
(ISMS)

GDPR
Compliant

XERO
Certified

QBO
Certified



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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!



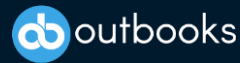
Why outsource?

Save on costs and scale without increasing headcount



Why Outbooks?

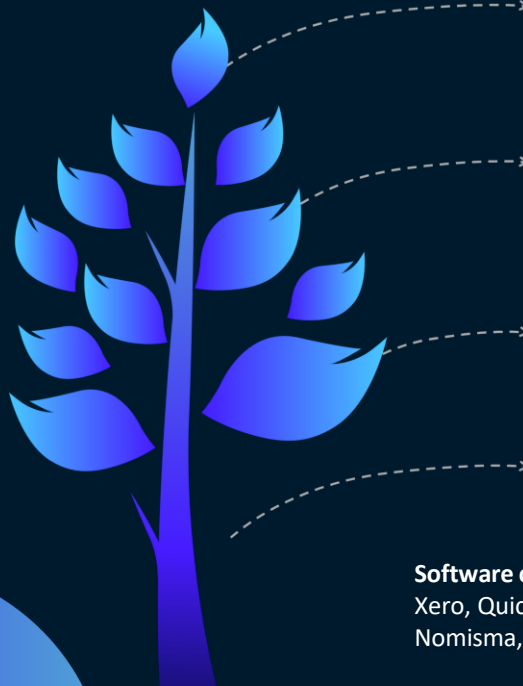
Thinking of Outsourcing? Think of Outbooks!



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

Staff Augmentation (FTE)

Staff Augmentation (FTE)

- Customers can get a full time employee working solely for them remotely
- Staff is essentially like a full time staff of the customer and will be managed by the customer themselves
- They will be able to interview if they want before an appropriate staff is assigned to them
- Staff will be fully trained and are normally commerce graduates
- ACCAs are also available
- Staff will be given a desktop, phone and all office essentials to help the staff work for the customer
- Staff works from 7 am to 4pm in the winters and 8 am to 5pm in the summers from Monday to Friday
- They will be entitled to have 22 + 3 days of leaves (just like UK)
- They can have some sick days off
- Unless its an emergency or something similar, staff will give appropriate notice for holidays
- This type of agreement is min for 6 months
- Customer can wish to change the staff if they are not happy with the performance

What are the Benefits

- Start with at least the similar skillsets as onsite staff at 35% the cost
- No hiring pains
- No employee management pains
- No need for PAYE related administration
- Ability to ramp up capacity very quickly by having access to large pool of skilled and trained workforce

Engagement Model 2

Hourly

What is it?

- This is the service in which instead of getting a full time employee, customers can get the service delivered based on the hours consumed
- No need for a commitment of 6 months or any number of months.
- Hours are charged under two competencies namely bookkeeping and accounting
- Apart from bookkeeping and confirmation statements which are classified under bookkeeping hours, all other types of jobs are classified under accounting hours
- Weekly timesheets will be delivered to the customer to show the number of hours consumed by each client

What are the Benefits

- No fixed commitment and no delays in terms of quoting for a price and then agreeing it and then getting the work done (as in job based model)
- Good way to start the relationship
- Will still give at least 40% savings against inhouse costs
- No minimum time commitment

Engagement Model 3

Percentage Fee Based

What is it?

- This is the total outsourcing solution where Outbooks will take care of all the compliance work required for the client (customer's customer)
- This includes Bookkeeping, Payroll, Year End Accounts, Self Assessment for 1 director and CS related tasks
- Customer still maintains the customer relationship and contact points
- Outbooks wont engage with the end client and will deal with Accountant only for all the queries
- All the deadlines and delivery will be Outbooks responsibility and wont need any reminders
- This also includes default software for which customer wont have to pay anything. If customer wants, Outbooks will use the software that the customer wants
- This can also include other services like onboarding for an additional fee

What are the Benefits

- Total outsourcing model in which accountant can focus on growing its practice rather than getting in the muddle of managing day to day stuff
- No Penalty guarantee
- No heavy software costs
- Perfect solution for one man practices looking to grow their business

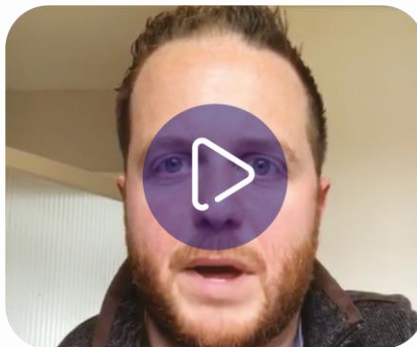
Testimonials

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

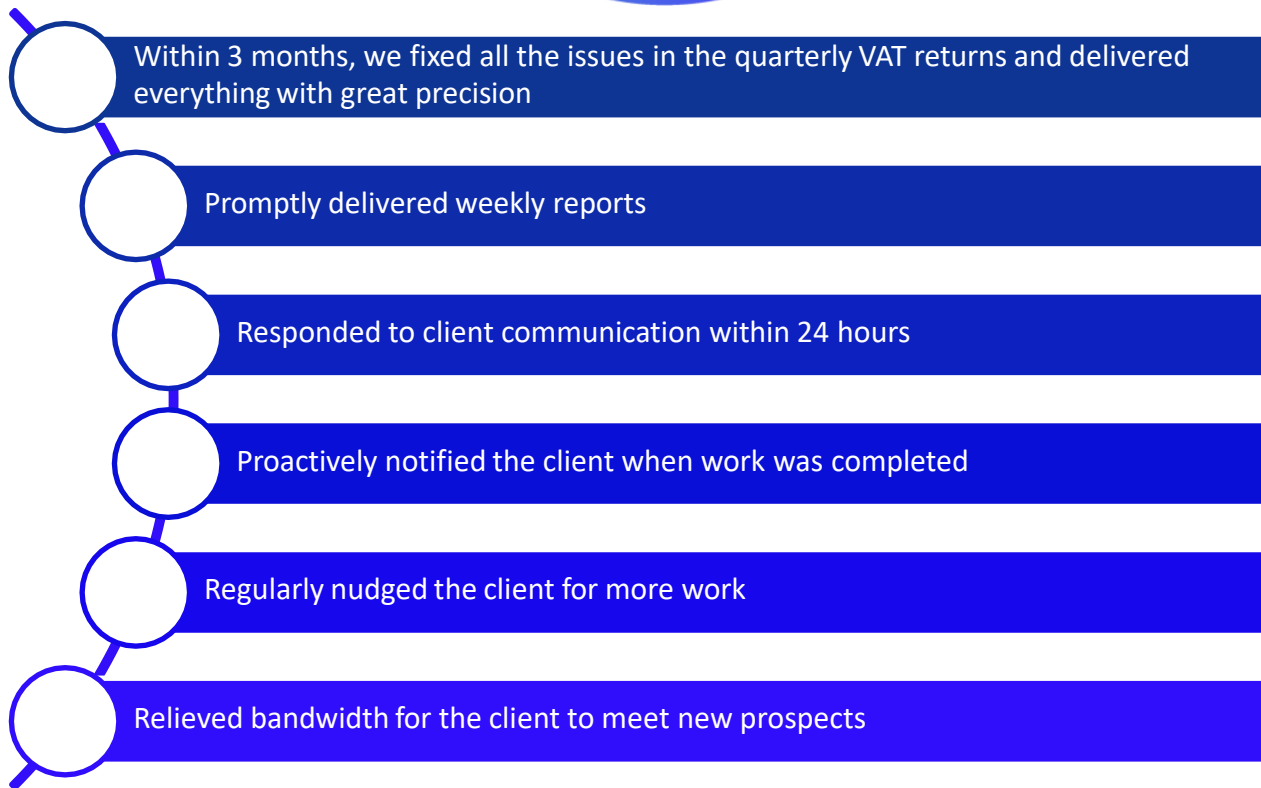
Challenge:

- 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:



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

Client B

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

Case Study: Client C

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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

Suite 18, Winsor & Newton Building,
Whitefriars Avenue, Harrow, HA3 5RN
Registration No:10746177

Contact us

outbooks.co.uk
info@outbooks.co.uk
+44 330 057 8597

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 agreement 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 there 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 one 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 details 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 requirements 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 Customer 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