

End-to-End Back Office Solutions for your Accounting, IT, Marketing and Operational Needs



About Us

Sunbelt Business Solutions (SBS) is an offshore company affiliated to Analytix Business Solutions LLC, which is based in Woburn, Massachusetts.



Our Strengths

Our **TEAM** of **EXPERTS** includes Chartered Accountants, MBAs and IT Engineers. The Accounting and Finance squad has rich experience in handling various functions ranging from Bookkeeping, Accounting, Audit to even Tax services for our US-based clients. The IT engineers are experts in offering various IT solutions like Software Development, Website Designing and Multimedia. We also have a dedicated team of resources to handle outsourced jobs for Marketing and Operations.



Infrastructure

- Centrally located
- Space for 100 work stations
- Domain centric training rooms
- Separate AV Conference room
- Uninterrupted power supply through multiple APC 800 VA UPS systems



Security

- Redundant Multiple Architecture
- Advanced network design and architecture
- 24x7 network and servers allowing minimum downtime for repairs when required
- State of the art firewall in place
- Secure login allowed to authenticated users only



Technology

- Highly managed powerful rack servers
- Cisco switch and Linksys switches
- Load Balancing multiple WAN links Routers and Firewall
- D-Link CAT 5 Cables
- Each server equipped with individual backup devices
- 2 Mbps (1:4) Leased Line with multiple 512Kbps Broadband backup links

India Office

Sunbelt Business Solutions Pvt. Ltd.
4th Floor, Ravish Complex, Near Navrangpura Post Office,
Navrangpura,
Ahmedabad - 380009, Gujarat.
Phone : +91-79-26560949 Fax : +91-79-26560949
Phone (US Incoming) : +1 508-463-3030
Email : info@sunbeltsol.com

USA Office

Analytix Business Solutions LLC.
800 W Cummings Park, Suite 2000,
Woburn, MA 01801.

Phone : +1 781-503-9090
Fax : +1 781-503-9075
Email : mark@analytixsolutions.net

One Stop Solution For Your Back Office Needs

Get a comprehensive Bookkeeping/Accounting/Financial Analysis & Tax Preparation package that covers all aspects of your accounting & tax system.

Bookkeeping

- ▶ Accounts Payable Management
- ▶ Accounts Receivables Management
- ▶ Bank Reconciliations
- ▶ Inventory Management
- ▶ Project Management
- ▶ Job Costing
- ▶ Recording and Reconciling Payroll Transactions
- ▶ Fixed Assets Management
- ▶ Reminders

Accounting

- ▶ Cash & Bank Reconciliation
- ▶ Credit Card Reconciliation
- ▶ Depreciation as per MACRS
- ▶ Accruals
- ▶ Prepayments
- ▶ Deferred Revenue
- ▶ Payroll Reconciliations with Payroll Returns
- ▶ Compliance with US GAAPs, International Accounting Standards (IAS) etc.

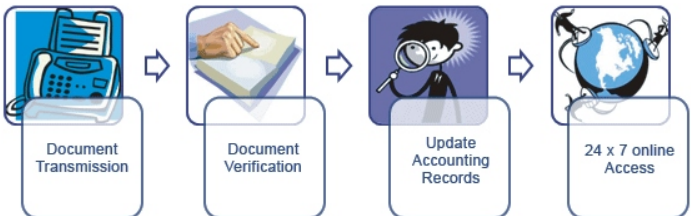
Tax Service

- ▶ Business and Sales Tax services
- ▶ Sales Tax Returns
- ▶ Individual Tax Returns
- ▶ Business Tax Returns (1041/1065/1120/1120S/990)
- ▶ Payroll Tax Reconciliations
- ▶ Annual Reports

Financial Reporting & Audit Services

- ▶ Business and Sales Tax services
- ▶ Sales Tax Returns
- ▶ Individual Tax Returns
- ▶ Business Tax Returns (1041/1065/1120/1120S/990)
- ▶ Payroll Tax Reconciliations
- ▶ Annual Reports
- ▶ Cash Flow Management
- ▶ Key Performance Indicators
- ▶ Financial Analysis and Modeling
- ▶ Special Projects
- ▶ Financial Auditing – Back end services to CPA Firm
- ▶ Preparation of Audit Working Papers

Our Process :



Our IT Services Includes

We design, develop, integrate and maintain business applications that enable enterprises to solve complex, mission-critical business problems.

Software Development

- ▶ Develop Software Applications
- ▶ Maintain Software Applications
- ▶ Upgrade/migrate your applications
- ▶ Web-based programming

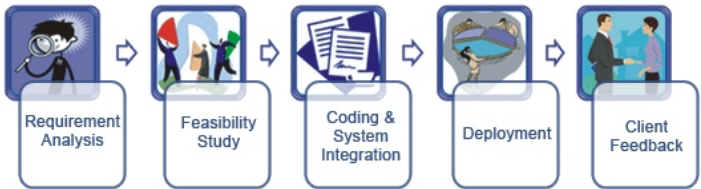
Website Development

- ▶ Custom Website Design solutions
- ▶ Full service Website Development & E-Commerce enabled Website development
- ▶ Static, Dynamic and Complex interactive websites

Multimedia

- ▶ Online catalogues/brochures
- ▶ Flash E-brochures
- ▶ Multimedia Presentation
- ▶ Custom Logo Design
- ▶ Flash / Animated Banners
- ▶ Flash Intro's with Sound
- ▶ Static Banner Ads
- ▶ Flash / Animated Brochures
- ▶ Corporate Stationary Design

Our Process : Software Development



Our Process : Web Design & Development

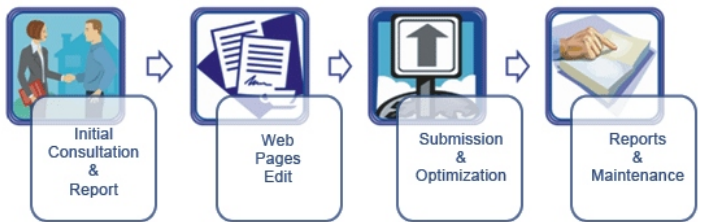


Our Internet Marketing Services Includes

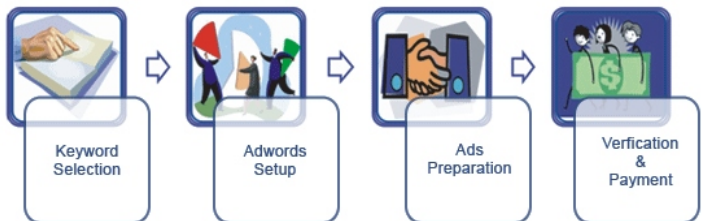
Implement innovative, new generation marketing strategies to enhance your virtual visibility that brings a large pool of customers to your business and reduce your traditional marketing expenditures.

- Search Engine Optimization (SEO)
- Pay-Per-Click Advertising (Google Adwords)
- Direct Email Campaigns
- Marketing Collaterals

Our Process : Search Engine Optimization (SEO)



Our Process : Pay Per Click (Google Adwords)



Our Data Entry Services Includes

Outsourcing data entry projects can reduce the need for costly hardware and software expenditures, technical maintenance and staff recruitment and training.

Data Entry

- ▶ Text, numeric or alphanumeric entry printed or handwritten matter hardcopies or scanned images

Large Volume Data Processing

- ▶ Formatting of data (E.g. Mailing list)
- ▶ Database creation
- ▶ Intranet management

Data Conversion

- ▶ Scanning from hardcopies & microfilms
Indexing
- ▶ Archiving PDF conversion
- ▶ PDF to text, HTML etc.
- ▶ HTML conversion
- ▶ XML tagging

Forms Processing

- ▶ Order processing
- ▶ Credit card processing
- ▶ Market research forms entry
- ▶ Online survey entry
- ▶ Insurance claims processing

Our Virtual Assistance Services Includes

Outsourcing an Executive Assistant's job to be delivered virtually can be a cost efficient, time-saving solution for your administrative needs.

Enjoy the services of a trained Executive Assistant who will work on demand:

- Appointment scheduling
- Calendar management
- Computer research
- Data entry
- Desktop publishing: newsletters, brochures, postcards, & flyers
- E-newsletters
- Excel spreadsheets
- Monitor voicemail/email
- PowerPoint presentations
- Reminder service
- Travel arrangements
- Word processing

Advantage of Having SBS as Your Outsourcing Partner

SBS is unique for its 80:20 principal of working, wherein 20% of work is handled directly by our head office in US while offshore centre at India handles the rest. This onsite presence gives clients a reassurance and comfort which is lacking with other outsourcing firms.

Your benefits of hiring us are:

- Move towards a paperless office
- Access your projects online 24x7
- Cost reduction upto 50% compared to hiring in-house staff
- Save infrastructural expenses, training costs, non monetary benefits provided to staff
- Gain more time to focus on core activities
- Resources available on demand as and when required
- Timely, error free, quality work available from trained, qualified domain experts



India Office

Sunbelt Business Solutions Pvt. Ltd.
4th Floor, Ravish Complex, Near Navrangpura Post Office,
Navrangpura,
Ahmedabad - 380009, Gujarat.
Phone : +91-79-26560949 Fax : +91-79-26560949
Phone (US Incoming) : +1 508-463-3030
Email : info@sunbeltsol.com

USA Office

Analytix Business Solutions LLC.
800 W Cummings Park, Suite 2000,
Woburn, MA 01801.
Phone : +1 781-503-9090
Fax : +1 781-503-9075
Email : mark@analytixsolutions.net