



## QuickBooks Merchant Services

### From Sales to Accounting in Just One Click

Accept all major credit and debit card payments right in your QuickBooks software

VARC would like the opportunity to give you a free quote on how you can save money using QuickBooks Merchant Services program. It costs you nothing and could save you up to 30% of the fees you are currently paying for credit card processing.

### Easy to use, Saving you Time

Everything you need to accept all major credit cards is built right into your QuickBooks. All you need to do is get approved for an account, and you're ready to go. Plus you can keep your existing bank account – funds are deposited in as little as two business days.

QuickBooks automatically records the information in your company file, so you don't have to. In fact 62% of our customers say they save up to two hours per week over their previous processor. Automatic entry eliminates typing mistakes – no more headaches chasing down errors.

### Your Accounting Stays in Sync with Your Business

At a Glance you get an up to the minute look into:

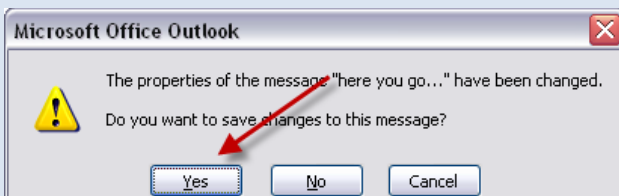
- Sales flashes and trends
- Customer purchase patterns and history
- Expense reports

Call today to see how you can get 2 months FREE! (281) 412-6914

### Do You Live in Outlook?

If you have ever received an email with a subject line such as "FW: Here you go" and then tried to locate it months later, you know how much trouble that can be. Did you know you can CHANGE the subject line to something more descriptive? Looking for "ABC Company proposal, revised" is much easier and descriptive. To change a subject of any Outlook email, all you do is:

1. Open the email you want to change
2. Place your cursor in the subject line
3. Delete the non descriptive Subject
4. Type the new subject
5. Close the message
6. Confirm your change by clicking Yes



### QuickBooks Keyboard Tips

Help	F1
A/R History	Ctrl + H
Memorize	Ctrl + M
Register Display	Ctrl + R



### The Best Compliment

The best compliment one business can give another is a referral. At VARC we work with a wide variety of partners and clients. If there is someone or something you are looking for, chances are we can refer you to someone we have worked with. Please feel free to call our offices for partnering assistance.



### SUMMER TIPS

- Drink Water – and lots of it. Don't wait until you are thirsty – STAY HYDRATED. Caffeine increases water loss.
- When working outside, take periodic breaks. Try to work in the earlier or later parts of the day. Relax, slow down, and pace yourself.
- Use a sunscreen with an SPF of 15 or higher. Most effective products say "broad spectrum" or "UVA/UVB Protection"
- It is Hurricane Season here – remember to back up your data – especially QuickBooks. If you need help backing up or setting up backups, call us.
- Remember to enjoy some time just for you.



### TIRED OF LICKING ENVELOPES?

Let us send you some FREE self-sealing envelopes to try. Your tongue will thank you!

### BOOKKEEPING CHORES GOT YOU DOWN?

- Did you know that VARC Solutions offers Bookkeeping Services?
- You choose what tasks to hand off – we can do a few things for you or everything!
- Free consultations available

### VARC Solutions can help you get exactly what you need and save your \$\$\$

- Self-Sealing Envelopes
- Computer checks
- Deposit Tickets
- Multi-part Forms