**BUSINESS PROPOSAL**

**Work Scope**

1. Preparation and analysis of contracts and preparing amendments for them;
2. Preparation of employment contracts;
3. Labor affairs related counseling;
4. Legal support of commercial transactions;
5. Consulting about legislation of Republic of Kazakhstan related affairs
6. Claims management.

**Price**

**80 000 tenge per month**

**Working process organization**

**Current practice assumes remote outsourcing. We are also open for a discussion of the most appropriate approach for your Company.**

**Additional information:**

*Our company is credentialed by three programs of the European Bank for Reconstruction and Development (EBRD). Our clients can take a reimbursement of expenses (up to 50%) as a part of EBRD program.*

**List of our services**

1. Restoration, audit and instant diagnosis of a company accounting
2. Tax audit
3. Accounting and taxation consulting, including tax optimization
4. Accounting services (outsource accounting)
5. Business plans
6. Setting of accounting and budgeting
7. Business processes optimization (also including organizational structure optimization)
8. Development of a staff incentives system for a company’s department
9. Development of accounting policy, tax accounting policy and internal regulations
10. Trainings and seminars:
	* MS Excel tools “Pivot Table” (for preparation of any complexity analytical reports)
	* Basics of accounting and financial analysis (finance for non-financial)
	* Practicum about business planning and financial modeling
	* Practical study of accounting