

SERVICES OVERVIEW



Accounting & Billing Support

From bookkeeping to financial forecasting, we ensure your finances are audit-ready and strategically aligned.

Recruitment & Talent Sourcing Support



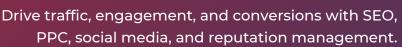
Hire, retain, and develop top talent with tailored recruitment strategies and workforce optimization.



Loss Control Inspection & Risk Mitigation Support

Streamline inspections, manage risks, and ensure compliance with precision-driven workflows.

Digital Marketing Services



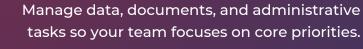




Customer Service & Email Support

Deliver seamless customer support across calls, emails, and chats to boost loyalty and satisfaction.

Back Office Support





Optimize infrastructure, cybersecurity, and software integration for future-ready operations.

Visit our website for more information or to schedule a conversation.







Accounting & Billing Support

Financial Statements & Reporting

- Balance sheet, P&L, cash flow
- General ledger reconciliations
- Customized management reports
- KPI & dashboard reporting
- Budgeting & Forecasting

Bookkeeping & Daily Accounting

- Transaction management
- General ledger maintenance
- Month-end closings
- Journal entries

Payroll & Compliance

- Weekly & bi-weekly payroll
- Tax filing & compliance
- Deductions & benefits handling
- 2 Tax Statement or Form 1099

Real Estate Accounting

- Rent roll & lease tracking
- Property-level financials
- CapEx Accounting
- Owner & investor reporting

Fixed Assets & Depreciation

Accounts Payable & Receivable

- Invoice processing & vendor payments
- Customer billing & collections
- Cash flow tracking
- AR/AP reconciliations

Audit & Risk Management

- Internal audit support
- Risk assessments
- O Pre-audit preparation
- Compliance documentation

M&A & Transactional Support

- Due diligence
- Financial modeling for acquisitions
- O Post-merger integration accounting
- Asset/liability analysis

Financial Planning & Modeling

- Cost analysis
- Budget setup & tracking
- Revenue forecasting

- Asset capitalization
- Depreciation schedules
- Tax advantage optimization
- Disposal and impairment tracking

Liquidity Management

- Cash forecasting
- Short/long-term liquidity planning
- Banking relations support

Visit our website for more information or to schedule a conversation.



Recruitment & Talent Sourcing Support

Talent Sourcing & Hiring

- Talent identification
- Targeted outreach
- Resume screening
- Candidate shortlisting
- Hiring coordination
- X-ray search

HR Process Optimization & Compliance

- Payroll coordination
- Job descriptions
- Compliance tracking
- Policy updates
- HR software management

Candidate Management

- Resume evaluations
- Interview scheduling
- O Reference checks
- O Pre-screening
- Feedback collection

Onboarding Support

- Paperwork & compliance
- Offer letters & contracts
- Orientation scheduling

Database maintenance

Engagement check-ins

Benefits coordination

Visit our website for more information or to schedule a conversation.



Loss Control Inspection & Risk Mitigation Support

Self-Inspections

- System setup & training
- Inspection report review
- Live video chat assistance
- Escalation handling

Recommendation Management

- Risk mitigation processing
- MGA coordination support
- Carrier communication
- Follow-up tracking & reporting

Quality Assurance & Compliance

- Pre-submission accuracy audits for reports
- Documentation checks

Territory & Workload Optimization

- Inspector assignment
- Route optimization
- Real-time workload monitoring
- Capacity planning

Administrative Efficiency

- Calendar management
- O Data entry & report organization
- O Define standard workflow
- Stakeholder Communication



Record maintenance

Visit our website for more information or to schedule a conversation.

www.boost-usa.com Q

System Documentation

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Digital Marketing Services

Search Engine Optimization (SEO)

- Keyword research & on-page optimization
- Technical SEO audits & site structure improvements
- Backlink strategy development & outreach \bigcirc
- Monthly performance tracking & reporting \bigcirc

Local SEO & Business Profile

- **Business Profile setup & optimization**
- Local citation building & directory management \bigcirc
- Review management & response coordination
- Geo-targeted content strategy implementation

Search Engine Marketing (SEM/PPC)

- Google Ads & Bing Ads campaign setup \bigcirc
- Targeted ad copy creation & A/B testing \bigcirc
- Bid management & budget optimization
- **Conversion tracking & ROI analysis** \bigcirc
- PPC (pay-per-click) services \bigcirc

Content Marketing & Graphic Design

- Blog writing, video scripts, & digital development
- **Brand-aligned infographics**
- Visual content creation \bigcirc

Affiliate Marketing

ACE

Affiliate program design & network setup \bigcirc

Ps of Services Marketing

- Relationship management \bigcirc
- Performance tracking & commission audits \bigcirc
- Campaign optimization for revenue growth

Social Media Marketing

- Platform-specific strategies \bigcirc
- Content calendar development & scheduling \bigcirc
- **Engagement analytics** \bigcirc
- \bigcirc Audience growth tactics
- \bigcirc Paid social advertising
- **Retargeting campaigns** \bigcirc
- **Digital Advertising** \bigcirc

Online Reputation Management

- Inbound and Outbound calls/emails

- Email marketing campaign design
- Brand consistency audits across all content
- Web & Email Marketing

Visit our website for more information or to schedule a conversation.

- Feedback collection
- Appointment scheduling \bigcirc
- **Reminder notifications**



Customer Service & Email Support

24/7 Multichannel Support

- Real-time assistance
- Multilingual support
- Escalation management
- Post-interaction updates

Documentation & CRM Updates

- Real-time CRM entry
- Detailed interaction logs
- Oustomer history maintenance

Escalation Management

- End-to-end case tracking
- Root cause analysis
- Compliance monitoring
- Escalation mapping
- **Customer Outreach**
- Inbound & Outbound call/email
- Feedback collection
- Appointment scheduling

Status report generation

Reminder notifications

Visit our website for more information or to schedule a conversation.





Back-Office Support

Document Management

- Calendar management
- Meeting scheduling
- Email & correspondence handling
- Travel coordination
- Expense Reporting
- Meeting minutes & record-keeping

Underwriting Assistance

- Risk assessment data processing
- System Documentation
- Compliance paperwork
- Manual underwriting review

Data Management & CRM

- O Accurate data entry
- Oatabase maintenance
- Real-time CRM updates
- Oata cleansing & deduplication
- Custom reporting & analytics

Policy Servicing

Data Migration

Visit our website for more information or to schedule a conversation.





Solutions

Web Development Services

- **Responsive Website**
- Mobile Friendly
- SEO optimization
- Speed Enhancements
- Site Maintenance
 - **E-Commerce Solutions**
- Accessibility Compliance

Email & Platform Management

- Tools & API Integration Multi-Platform Support
- License Management
- Data Recovery

- Performance Audits Security Patches

User Account Setup

- Workflow Automation
- Troubleshooting
- Migrations
- Security Audits



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Remote IT Support & Helpdesk

Password Reset

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- Oevice setup
- O Hybrid Setup
- Ticket Management
- Legacy Software Support
- System & Network Diagnostics
- Prepare User Guides

Email Configuration & Synchronization

• 24/7 Proactive Monitoring

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