

Special Report

How to Get Started as a Freelance Virtual Bookkeeper & Market Your Services Online



by:

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Introduction

Hi, my name is Gabrielle Fontaine, and welcome to this special report, designed specifically for professional bookkeepers (and those who want to be) who are looking for a way to provide professional bookkeeping services in a freelance capacity through the Internet.

You're about to discover the secret of how to find new clients and get your bookkeeping business up and running quickly.

In this Special Report you'll get the answers to some of the most important questions and challenges every professional bookkeeper faces when starting her own business AND providing bookkeeping services online. Such as...

- What you need if you're just getting started with your new freelance virtual bookkeeping business
- Why taking your bookkeeping services online is your most lucrative path when you want to maximize your income
- How to use online technology to provide top quality services AND find new clients you can serve confidently
- The crucial decision you MUST make if you want to make more, have a flexible schedule, and work less
- How to leverage free marketing methods to attract high quality clients consistently and automatically

Also, if you've been looking for in-depth, step-by-step guidance so you can get your business up and running in as little as 30 days, make sure to check out my comprehensive training course specifically for professional bookkeepers available right now - [Click Here](#)

Enjoy!

A handwritten signature in blue ink that reads "Gabrielle". The script is cursive and fluid.

About the Author



Gabrielle Fontaine, PB is a freelance Professional Bookkeeper and Advanced Certified QuickBooks ProAdvisor® who assists self-employed professionals take control of their financial records and maximize cash flow using online technology. With well over 28 years in business, she specializes in training and consulting services, working with her clients exclusively via the Internet.

Gabrielle is also the author of online training programs, as well as a popular blog, specifically for bookkeeper professionals called, [The Freelance Bookkeeper](#)

Table of Contents

| | |
|---|----|
| Introduction..... | 3 |
| About The Author | 4 |
| Table of Contents..... | 5 |
| Getting Started | 6 |
| Three Hurdles Standing In Your Way | 10 |
| 5 Steps for Getting Up & Running Quickly..... | 16 |
| The Success Mindset..... | 20 |
| Getting Real Results..... | 23 |
| Conclusion | 25 |
| Resources | 26 |

Getting Started

In this special report you'll learn how to get started with your own virtual bookkeeping business and start marketing your services online.

This is important because...

1. Virtual bookkeeping enables you to work from home on your own schedule.
2. You can have clients across town or across the country.
3. Unless you start using online technology, it's going to become more and more difficult to find bookkeeping clients.

The first thing you need to do to be successful as a virtual bookkeeper is to know your starting point.

Do you already have experience as a freelance bookkeeper?

Have you been a full charge bookkeeper for more than one small business?

You must have bookkeeping skills to provide truly professional services to your clients and you need to be able to work independently.

If the answer to either of the questions above is, "No," then your first step is to take a course, possibly a certification program, so that you can fully handle the bookkeeping needs of you clients throughout the entire bookkeeping cycle.

Bookkeeper certificate programs can often be found through your local community college, or there are online schools that offer certificate programs as well that teach the academics of traditional bookkeeping.

Another option aimed specifically at those interested in providing freelance bookkeeping services is the Bookkeeping Business Launch program, created by a CPA and entrepreneur. This program is comprehensive in that it teaches you how to do bookkeeping from scratch, as well in how to use QuickBooks bookkeeping software in a practical way (I recommend that you also become

certified in QuickBooks or Xero, as mentioned below). And it will walk you through starting up your own business, and even provides you ongoing support long after you've finished the course.

They offer a [free video mini-course](#) so you can see if this program is a good fit for you. It covers what it takes to start from zero (non-bookkeeper) to become successful at starting and running a bookkeeping business.

If you're in the United States, you should also have a good understanding of QuickBooks software. That's because it's the most popular small business accounting software. The majority of the small businesses who are using accounting software are using QuickBooks. So you need to know how to use it effectively.

If you're in Canada, the UK, Australia, or in another country, there may be different programs that are more popular. It might be Xero, FreeAgent, or another program. The point is that you need to know the software that most of your clients will already be using thoroughly. If you don't have a good handle on the software already, you need to get some training to either refresh your skills or to learn how to use it correctly from the beginning. You do truly need to be at a professional level of knowledge because your clients are going to look to you for professional level services.

Building Momentum

The next thing you need to do to really build momentum as a virtual bookkeeper is to become familiar with the basic tools that you'll need online in order to work with people from a distance.

Some of the most basic tools include:

- online backup
- file transfer
- online banking
- document management

Each of these can be either free or low cost, but you need to be familiar with them so that you know which tools will work best with each client. Every situation is going to be a little bit different.

Here's a brief background on each of these basic tools:

Online backup - A service that automatically, through the Internet, backs up your most important computer files, or even your entire hard drive. The choice is yours. The backups are done usually in the background, automatically, or overnight. This type of protection is very important both for you and for your clients, in case anything ever happens to your computer.

File transfer service – There are many, many options, but this is a service where you are able to send or receive files securely. **Sending financially sensitive files via email is not secure.** I recommend using a service that encrypts your emails and attachments like [Encyro](#), which you can use for free for the most basic features, and for a reasonable fee, can use it as a ver basic client portal for file exchange safely and simply.

Online banking – This is online access to bank account information and often bill paying functions are also available. It is done through your bank and you will likely be doing online banking for your clients as well. Each bank is different, but the best way to understand how it works is to use it with your #1 client – YOU!

Document management - Paper documents are converted to electronic format, and other financial information received electronically is organized and stored securely. This is important because most of the information when you're working as a virtual bookkeeper will be received electronically. This means you'll be working with PDF files, maybe spreadsheets, as well as other electronic data. The source information needs to be organized and secure. A good document management system will do that for you easily.

Online document management programs such as [SmartVault](#) are extremely secure (this document management service works especially well for bookkeepers). It's also convenient, creating a workflow that is easy for both you and your clients. The pricing is reasonable and they include other functions you will need, such as file transfer and backup all packaged together.

And of course the best way to learn how to use these tools efficiently is to

open a free account and start using them for your own business. Then you will understand how each one works and be in a great position to confidently recommend the appropriate tools to your new clients.

Three Hurdles Standing in Your Way

Hurdle #1 – Understanding WHY clients hire you

The first hurdle you need to get over as a virtual bookkeeper is to understand why a client would want to work with you on a virtual basis, instead of having you come on site to their office. Now you must be crystal clear on this first in your own mind. If you are not, you'll have trouble promoting it to your potential clients.

Most likely you want to become a virtual bookkeeper because of the flexibility and convenience of working from your own office without the need to travel to your client's location. Well they get that same benefit of flexibility as well!

They won't need to bear the cost of paying you for your travel time or expenses. Plus they also have the convenience of not needing someone in the office to open up or stay there with you while you do the books. You're also not taking up valuable office space because you'll be working from your own office and providing your own equipment.

If you set up your systems and billing the proper way, your client will also not be paying you for your time, but instead, they'll be paying you for the results you provide them. That's a big advantage for your clients! They will not need to hire an employee or even work with a contract bookkeeper who charges by the hour, which can be scary when there is no way for them to control their costs for the services they are receiving. Most clients would much prefer to pay a flat rate over an open-ended hourly rate.

So the first hurdle is getting it straight in your mind that working virtually is not only good for you, but also good for your client. Be clear on the benefits you provide THEM. It's a win-win working arrangement.

Hurdle #2 – Online Technology

The second hurdle you'll need to get over as a virtual bookkeeper is to recognize that technology is changing quickly and you need to keep up with

it. If new technology scares you, you may want to reconsider whether becoming a virtual bookkeeper is really right for you.

To be a successful freelance virtual bookkeeper, you will need to stay reasonably informed about the available technology. It's not a matter of learning something once and you're done. You will need to learn new things and be comfortable with working with your computer and the Internet. Of course, you don't need to be an expert on everything. But you do need to pay attention to the trends and the new tools that keep emerging.

Our industry is changing very quickly. It's creating new opportunities that are very positive and advantageous for us. But to take advantage of it, you will need to continue to educate yourself.

So the hurdle here is staying connected with what's going on in technology for the bookkeeping and account world.

The way that you get over this hurdle is to be in touch with the bookkeeping communities online. You'll also need to regularly attend training programs to upgrade your skills. Unlike bookkeeping principles that are static, the technology that we're using to get our client's books done is changing rapidly. More and more applications are being used online and even on mobile devices. So your clients will expect you to start to step into the role of advisor to help them use these tools to their best advantage for their particular situation. This gives you the opportunity to become an invaluable member of their team.

In the eyes of your clients, you are not only the expert at keeping their finances organized and accurate, but now you can show them how to use the new technology to manage their business more effectively.

Read that again and let it sink in.

That is of HUGE value to them and solidifies your relationship with your clients. It puts you in a position to charge a higher rate based on real value and set you far above local bookkeepers who provide far less.

So you need to commit to learning the new technologies. While you don't need to know everything that's on the cutting edge, you should strive to at least staying ahead of you clients current level of technology.

Hurdle #3 – Marketing Your Services

The third major hurdle you need to tackle as a virtual bookkeeper is learning how to effectively market your services online.

Mastering this is part mindset and part know-how. You have to recognize that you do have a valuable service to offer small business owners. And they truly need this service. By law, all small businesses need to keep financial records, even if it's only for tax purposes. This concept, of course, isn't usually considered a pleasant or positive aspect of owning a business, but it is a necessity responsibility that all small business owners must address sooner or later.

Here's an important distinction to make when first approaching your marketing: The best clients, the highest quality clients, will realize that having accurate financial reports can help them reach their goals in their business much more quickly. Those who are flying by the seat of their pants and believe bookkeeping is only something they need to do so they can pay their taxes will not recognize the true value that you have to offer them.

Use this distinction to help you choose who you will accept as your clients.

Many small business owners will attempt to do their books themselves, or ask their spouse or administrative employee to do it. Ultimately, they'll get themselves into trouble because they're busy running their business. Their spouse or other employee is likely not trained in bookkeeping or QuickBooks (or whatever the software program is that they're using). When they can't keep up with the books, or they see that there are problems with their financial records, they'll recognize that they need your help.

There are other business owners who realize that they need someone to take care of their books right from the start. The good news for them is that they avoid the huge expense of cleaning up badly kept financial records.

Either way, you're going to find small business owners who realize that they need your help.

Now the process of marketing your services is simply a matter of connecting with business owners who know that they need your help. The distinction to pay attention to here is – they know that they need your help. **DO NOT** chase business owners who do not recognize that they are in need of your services. That is a frustrating waste of time that will not result in finding quality clients. If they don't know they need you (yet), they are not going to want to pay for your services.

Concentrate on business owners who already know that they need the benefits that you can provide them. When you do, your promotional efforts are not about hard selling or being an in-your-face salesman. You don't need to do that. And quite frankly, that is not an effective method of marketing for any type of business, in my opinion.

Instead, your simple enthusiasm for the big benefits that you can provide to your clients (that they already know they want) is going to do much of the selling for you. Your marketing methods surround building relationships with those who are in need of your services. It's very targeted.

But the second part of this hurdle is the know-how. That is, knowing how to market your virtual bookkeeping services effectively. You need to learn how to connect with people. This is often a big challenge for bookkeepers.

Effective marketing involves getting the word out proactively about your services and the benefits that you have to offer. One of the most powerful marketing methods you can use is simply letting others know about the problems you can solve for your clients using word of mouth. You can do that right away to get the ball rolling today, even if you are not quite ready to open the doors of your business. It will give you practice and give time for some word of mouth to start buzzing.

Start spreading the word about your business in casual conversation with the contacts that you already have (family, friends, current or former co-workers, etc.) You never know who the people already in your circle of contacts know who might be in need of your help!

You can also use the power of networking with those you already know online. If you want to be working virtually, you definitely want to be connecting with people online. What's great about this means of "socializing" is that you'll be extending your reach far beyond your local area. That's because when working virtually, it will matter little if your clients are located around the block or across the country.

Therefore, your accessibility and presence on the Internet is going to become vital to your business for attracting a steady stream of new clients and referral sources.

Your most important marketing tool when building a solid virtual bookkeeping business, which serves as the hub of your online presence, is your own **professional** website. This piece of online "real estate" should be something that you control yourself. That's why a website cannot (for the long term) be replaced by your profile on social networking sites. These can certainly be important complements to your website and are likely your first marketing effort when starting out, but they cannot replace your website.

Don't worry if you don't have your own website yet, especially when you are just starting out on a shoestring budget. Your website definitely does not have to be, and should not be, expensive or complicated to manage, but you should move toward getting your own website as soon as you can.

As mentioned above, having a presence on social networks will also be an important part of your marketing plans. Start off with [LinkedIn](#). This site is important because it is designed for business networking, and a well-done profile can provide a well-rounded background and give you credibility as a professional.

A great first step if you are starting from zero is to join LinkedIn (it's free). It will take some time, but you'll want to fill out your profile as completely as possible, and include a recent, complementary photo of yourself. This is important for establishing credibility and trust.

Next, you may want to join and start following the discussions in groups for both bookkeepers and for an industry in which you would like to specialize

(for examples, authors, consultants, etc.), since there are many active groups where you can “mingle” and start building up genuine connections online.

You might also want to get onto the other two major social networks, which are Twitter and Facebook. With Facebook you may already have a personal profile and you can use that, depending on how much personal information you’ve included. Consider whether it would help or hurt your reputation professionally for clients and potential clients to have access to that information.

Ultimately, you’re going to want to set up a Facebook Page for your business. These can work as an extension to your business website with a networking flavor, which can be powerful for nurturing long-term relationships that can contribute to the stream of referrals you want coming into your business.

There are also other places online where you’ll want to mingle with small business owners because you need to go where they can be found. Forums or discussion groups are great places to go to learn about their business, contribute helpful information or answer questions that will help them manage their bookkeeping and finances more effectively. If you are willing to invest a small amount of time consistently, you will very quickly position yourself as the bookkeeping expert who understands their business. (This is extremely powerful and sets you far apart from all other general bookkeepers)

So those are just a few hints to get you started with your marketing, which is the third hurdle you must overcome. The point is, you need to proactively be connecting with the small business owners who need your help. New clients and referrals will come to you based on the quality of the genuine connections and relationships you can start and maintain. This can be done both online and offline, but in several ways it is easier and more efficient online with the technology available today.

5 Steps for Getting Up & Running Quickly

There are five steps that you can take right now to make it easier to get started as a virtual bookkeeper and market your services online.

Step 1: Assess Your Current Skills

Decide whether you need to brush up on or learn new skills before starting your own professional bookkeeping business. Do you have a good understanding and at least some real world experience with both bookkeeping and QuickBooks (or whatever software program that is most commonly used in your country)?

If you feel like there are some gaps in your knowledge and you need a refresher, for bookkeeping training, the online program with [Penn Foster program](#) is a good one. And then for QuickBooks you should join the [QuickBooks ProAdvisor](#) program. Included in the program is QuickBooks software (Accountant Edition) and basic practice management, along with training and certifications. And you get all that for free!

If you are supporting other software, such as Xero, they also have a [partner program](#) with similar benefits.

Step 2: Decide on Your Service Offerings

Not all successful bookkeepers provide the same services, and they do not serve just any client that comes their way. What about you?

Will you provide full-charge bookkeeping for your clients? Would you prefer to specialize in a high-demand service, such as payroll? Maybe you would rather play the role of consultant or provide QuickBooks (or other bookkeeping software) training. There is definitely a market for that because many businesses want to try to do their own books in-house, but need help to learn to use the software correctly and effectively.

Do you have specialized experience in a particular industry or type of business, or would you like to find such a specialty?

I highly recommend that you choose some type of specialty as soon as possible. If you present yourself as a general bookkeeper who will take on any type of bookkeeping-related work that comes your way, it will be far more difficult to build a successful and rewarding business. You need a clear identity as a specialized bookkeeper to maximize your value to your potential clients.

This is true because of two basic reasons:

- **Lower quality services** - it will be difficult to provide high quality services for any and all types of business because you will never know or have experience with all the unique aspects of each business type until you are in the thick of it. You will need to “learn while you earn” to understand the idiosyncrasies of how their type of business needs to keep records. You will lack insight into providing the best kind of reports for management purposes. Operating this way puts you in the position of novice every time you accept a new client.

You will most likely also attract clients who are price sensitive and do not recognize the value that a competent bookkeeper can provide to their business. It is actually much more difficult to be a “Jane of all trades, but master of none” than it is to specialize in a specific service or industry that you know inside and out!

- **No differentiation from your competition** - it is far more difficult to get referrals when your expertise is not memorable. You become a commodity that can be bought at a bargain price – at least in the mind of the client.

When you have no specialty, you are “just another bookkeeper” looking for clients. It is much better to build a reputation as the bookkeeper for _____ (your specialized client type), or the bookkeeper who specializes in _____ (your specialized service). When you specialize in some way, you attract clients who are not just looking for “a bookkeeper to do data entry.” They are ready and willing to pay you what you ask because you offer the expertise they specifically need. Therefore, you can charge a higher rate than generalists do.

Being a specialist translates into higher quality and value in your clients' eyes.

Give this some serious thought and choose the services that you enjoy the most and specialize in those. You can also specialize in specific industries, specific types of businesses with which you have had experience or would like to work with. When you choose a specialty, remember, you can change it later. So nothing is written in stone, but having a specialty will make it much easier for you to move forward with your business.

Step 3: Choose Your Tools

When taking your business online, you will need to educate yourself and choose the tools you need to provide services on a virtual basis to your clients. Which tools will be best suited for the services or industries you will be serving? Some of them will depend on how tech savvy you and your clients are, and what will work best with your specific workflow. But you should start with the basic tools we've already discussed, such as online backup, online banking, file transfer and document management.

Those are typically the bare bone basics. Get familiar with them by testing them yourself first. These will also be the easiest to train your clients on if they are new to working via the Internet.

Beyond that, you will need to do research. Start with the specific needs that will make working with your clients easier. These usually support good communication and online convenience. Run a search on Google and start your journey of learning. Attending accounting industry conferences is another way to keep up with trends and technology.

Step 4: Begin to Establish Your Online Presence

To lay the groundwork for your online marketing, you need to start establishing your online presence. If you're starting from scratch, at the very least open an account and fill out your profile with [LinkedIn](#). It's free and well worth the investment of time to fill out the profile and start making

connections with those whom you already know who are already on LinkedIn.

LinkedIn has become a truly powerful business tool for connecting online, not only with your potential clients, but also with colleagues and those who serve the same clients as you do. Your goal is to build mutually beneficial referral partnerships and help one another so that everyone wins.

Step 5: Start Your Referral Engine

Simply start by telling everyone you know in your everyday life that you've started your virtual bookkeeping services. If you've got your specialty crystallized, tell the people you know about the type of clients you can help most. Reach out to your existing business contacts from past jobs or volunteer experience. By connecting with them online (on LinkedIn and/or Facebook), you make it easy and convenient for them to find you and refer business to you.

So there's your 5-Step Action Plan that you can start working today!

- 1. Assess Your Current Skills
- 2. Decide on Your Service Offerings
- 3. Choose Your Tools
- 4. Begin to Establish Your Online Presence
- 5. Start Your Referral Engine

The Success Mindset

Mindset is an extremely important aspect of getting started as a successful virtual bookkeeper. The mindset that will fuel your success is one of abundance.

Too many bookkeepers, whether they're new to the business, or even if they've been running a freelance bookkeeping business for many years, all have a tendency to run their business with a scarcity mindset. That means we're always viewing it as though bookkeeping clients are hard to find. We're afraid that we can't charge decent rates for our services. There's lots of doubt, hesitation and apprehension.

But honestly, most of that is a pure fantasy. Really!

The problem with a mindset of scarcity is it will produce scarcity in your business. It becomes a self-fulfilling prophecy. But on the other hand, a mindset of abundance will open the door to brand new opportunities for you. I know this from personal experience.

The services you provide is a true value that's in high demand and so many businesses really do need your help. In fact, there are far more businesses that need bookkeeping help than there are bookkeepers to go around! Seriously!

If you don't believe me, talk to any CPA. Whenever you happen to meet an accountant or CPA, ask them if it's easy or hard to find good bookkeepers. (Hey, it's a great conversation starter, too! 😊). I guarantee you that they will say that good bookkeepers are very hard to find. Many will add that they wish that they could find more reliable bookkeepers to work with.

So be a true professional who provides conscientious bookkeeper services and you will have plenty of clients and referrals. But it starts with YOUR mindset. You must first recognize that you have something valuable to offer and that there are many, many businesses that truly need your help.

Your job is to connect with them, build up a relationship, and ultimately engage them if you can create a win-win working arrangement.

Also, an abundance mindset opens the door for you to work with your colleagues – fellow bookkeepers – instead of trying to compete with them. There's plenty of work to go around. So, by working together, which may feel against the natural initial inclination of most bookkeepers and accountants, we actually create opportunities by complementing and helping one another.

Another major way your mindset affects your business is in how you're charging for your services. When you believe that you provide good value, your clients see your value as well, and they will appreciate you. When you shift to an abundance mindset, you can quickly build a very prosperous virtual bookkeeping business.

Overcoming Mindset Obstacles

Yes, there are times, especially in the beginning, when you might feel a little desperate to find a new client, or several of them, quickly. But with practice and by stretching your comfort zone to consciously develop and focus on abundance, knowing that it is there even if you can't see it yet, will keep you moving in the right direction and build your confidence. When you stick with it, you will get the results you want – you have to! Actions produce results. Positive action produces positive results.

On a practical level, the best way to do this is to be active on the bookkeeper discussion groups on LinkedIn and Facebook. Specifically, you'll find many groups surrounding QuickBooks and Bookkeeping on LinkedIn, and a growing number as well on Facebook. A quick search on either site will give you lots of choices. In groups like these, you can connect with the leaders in our field, and tap into vast amount of experience, whenever you need it.

So by watching the discussions there, including the different challenges that your colleagues are having, and the solutions provided, you will learn very quickly what works and what doesn't. Note how those with the scarcity mindset are struggling, but those who have a positive abundant mindset are doing well. Simply model the attitude of those who are succeeding! 😊

Regularly remind yourself that not every client is the right client for you. Even if you need new clients, build up the strength to say no to those that are not a good fit for your business. If you take on clients just because you need the money, they usually will prevent you from moving your business in the right direction! Again, I know this from experience.

Be willing to stretch your comfort zone and demonstrate confidence in what you know you can do well (your specialty). When you serve only the clients that you are well suited for (and them for you), you build a strong foundation for success for everyone involved. Success has a tendency to attract more success. Seek long-term momentum – not quick fixes. You're building a business, not a job.

One reason this works is because you are consciously putting yourself in a position to provide top notch service to your clients. So if you accept clients that are not a good fit for your expertise, you're not going to provide good service. If your service is sub-par because of desperation, it will cause a downward spiral, which is the opposite of what you want.

Make positive choices, stretch your comfort zone, and grow your business. If you need support in serving a client in a specific situation, don't go it alone and fake it! Remember, you are a professional! Check in with your colleagues, especially on that LinkedIn group with Michelle Long, and you will find that you will be able to continue with a positive and abundant mindset to keep moving in the right direction for your business.

Getting Real Results

Now that you know the basics, it's time to take some action so you can start getting real results!

Side Note: A lot of people TALK about starting their own bookkeeping business – many of them for YEARS – without anything to show for it. Why? At some point you have to actually DO something! If you want to be truly successful and bring your business vision to life, you must be willing to roll up your sleeves and do some real work to prove that you mean it. You need to take consistent action. The good news: Real action unavoidably produces real results.

The very first thing you should do as soon as you're done reading this special report is to take a few minutes of quiet time for yourself to truly visualize how you want your virtual bookkeeping business to be 12 months from now.

What will it look like? What will a day in your life as a virtual bookkeeper in your own business that's running successfully be like? Take a few minutes to think about it.

What kind of clients will you be serving? What will it feel like to love what you're doing? If you can take that time to truly see this in your mind, then grab a sheet of paper or open your word processor on your computer and write down that picture. Describe it in as much detail as you can as quickly as you can. You're going to use this as a compass in order to keep you focused and moving in the right direction no matter where you are now or what obstacles may emerge.

Then the next step is to use the 5 Step Plan I just laid out for you above, so that you can start taking practical action to turn your vision into reality. In fact, plan to see just how close you can get to your vision over the next 12 months.

Putting it All Together

Here's how you'll be able to tie together all that we've talked about in this report. Remember that you're starting and running a real business as a virtual bookkeeper. You're not trying to create a job for yourself.

What that means is that it takes a lot more work to run a business than it does to work for somebody else and just do the bookkeeping. You're going to be doing much more, such as we saw with your marketing, as an example.

To be sure, it's easier to be an employee. But if you're up for the challenge of being a business owner and give it your best, it's a wonderfully satisfying journey of growth with fantastic potential to provide you freedom and a lifestyle on your terms.

Start and grow your business with an abundant mindset. Commit to your success, and you'll never want to turn back. You will make the transformation from employee to entrepreneur.

So keep your vision clear and remind yourself of that vision everyday if you have to. But if you keep your eye on that prize, you will build a business that will give you everything you expect and actually quite a bit more. So whether you work at your virtual bookkeeping business part time or you want to build a fulltime business, just remember that you're in the driver's seat and it can be whatever you want it to be.

Get your goals clear in your mind, and then take the practical steps that we've discussed to bring that business to life. I guarantee, you'll be amazed how far you have come next year at this time if you keep taking consistent action toward your vision.

Don't try to go it alone. Get the skills and the tools that you need in order to provide professional services for your clients. Reach out online and start to mingle with both colleagues and potential clients, and you will start that referral engine running. Most important – take action every day toward your goals!

Conclusion

So there you have it - "How to Get Started as a Freelance Virtual Bookkeeper & Market Your Services Online"

This special report gave you a solid foundation for answering important questions and challenges every professional bookkeeper faces when starting a bookkeeping business and working via the Internet.

BUT, as you can also see, this is just the TIP of the iceberg when it comes to how to find new clients, tackle technology, and get your business up and running quickly!

So, if you're serious about getting your virtual bookkeeping business off the ground with paying clients in as little as 30 days, using a proven step-by-step short-cut process, then you'll want to learn more about my comprehensive training at "[The Virtual Bookkeeper's Guide](#)"

No matter where you go from here, wishing YOU much success! ☺

Gabrielle

Resources

This report is sponsored by:

"The Virtual Bookkeeper's Guide"

How to Start Your Own Freelance Virtual Bookkeeping Business...
in As Little As 30 Days

[Click Here Now to Start Your Training as a Virtual Bookkeeper!](#)

Recommended resources mentioned in this report:

Bookkeeping Technical Skills

- [Free mini-course](#)– This is for you if you have no bookkeeping experience, but really want to start your own home-based business from scratch
- [AIPB](#) (American Institute of Professional Bookkeepers) – the oldest industry association for bookkeepers, which offers affordable training materials, as well as a certification program that is considered the industry standard
- [QuickBooks ProAdvisor Program](#) – Program provided by Intuit, the makers of QuickBooks, to provide software, training, certification, and business management tools for QuickBooks specialists.

Online Tools

- [Encyro](#)– Email file transfer service that is convenient and economical. This service can be free or paid, and you can grow with it as your business does.
- [SmartVault](#) – Document management program in the clouds that integrates with (or without) QuickBooks, provides convenient document sharing with clients and conversion to paperless workflow.
- [LinkedIn](#) – Professional social network where you can put your “resume” online, as well as connect and participate in discussions with colleagues, referral partners and prospective clients. It’s free.