



**WE HANDLE YOUR
CHALLENGING
BACK-OFFICE NEEDS!**

To Do....TO DONE!!

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Astute Back-Office Corporation (ABO) helps organize and consolidate your home and personal records for easy and quick accessibility.

Generational Services to manage and reduce clutter:

- **Personal Information Organizer – family, financial, insurance, medical, assets, estate documents**
- **Consolidate monthly, quarterly, and annual statements**
- **Assist in reconciliation of accounts**
- **Document and inventory valuables – jewelry, artworks, firearms, and other collectables**
- **Secure and consolidate UserIDs and Passwords**



ABO can transition you to digital recordkeeping.



“Fire Drill” Checklist – a few things to think about?

Do you know the answers if something should happen to someone close to you?

- . Who is their doctor?***
- . Where is the Medical Power of Attorney?***
- . Is there a Durable Power of Attorney?***
- . How are the bills going to be paid?***
- . What are their online accounts and how do you access them?***



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