



Your Complete Back-Office Manager

A blurred background image showing three office workers in profile, looking towards the right. The worker in the foreground is a man in a light blue shirt and a striped tie. Behind him is a woman with blonde hair wearing a blue patterned top. In the background, another person is partially visible. The overall scene is brightly lit and out of focus.

# Your Complete Back-Office Manager

G&A Services is a full-service supplier of complete back-office solutions, specializing in wholesale operations. After more than ten years of providing complete and efficient back-office solutions to a wide variety of retail supply chain wholesalers, we know what our clients need. We know that every business is unique and G&A Services offers customized back-office programs that provide end-to-end financial management efficiency from purchase orders to product delivery and everything in between. You select the distribution service/warehouse of your choice. We'll do the rest. When your order processing, accounts payable (AP), accounts receivable (AR), and invoicing are in our experienced, capable hands, the bottom line is that your company will grow. G&A Services manages back-office operations. You grow your business.

# What We Do

Since 1997, G&A Services LLC has provided back-office support to help its wholesale clients grow. Our back-office solutions include customized sales and purchase order processing and billing and accounting services that make the day-to-day operations of your business one less thing you have to worry about. Our highly motivated, expertly trained, service-oriented personnel are here to provide you with excellence in service. We employ the latest technology and stay abreast of industry compliance requirements to ensure that your business is operating in the most expeditious, efficient way possible.

Located in Edison, New Jersey, G&A Services has extensive experience in back-office operations for wholesale companies. Utilizing G&A Services simplifies your operations. You select the warehouse and distribution centers and our unique, custom systems and cutting-edge technology give you the support you need to focus on running and expanding your business.



# The G&A Mission

It is the mission of G&A Services to provide tailor-fit back-office solutions for your company. Employing G&A's expertise will allow your company to experience seamless operations, on-time, and reliable services, making it possible for you to devote your time to growing your business.

G&A Services LLC founded its' company based on a 45 year old back-office that was serving one client. By taking that experience and expanding on the expertise, skills, and available technology, G&A Services has grown to become a recognized and respected provider of complete back-office business and accounting services in the Metropolitan New York City area and throughout the United States.

## A Total Solution.



G&A Services offers you the 'perfect world' of administrative, operational, and accounting services. Put our vast experience and full-line of customized back-office systems to work for your business.

- Import Tracking • Perpetual Inventory Management • Order Processing
    - EDI • Allocation • Vendor Compliance
  - Invoicing • Accounts Receivable (AR) • Accounts Payable (AP)
    - Accounting Services • Financial Statements
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# The G&A Promise



G&A Services LLC is independent from other operating companies. We provide conflict-free back-office solutions that are dedicated to serving you.

Choose the warehouse and distribution solution that is right for your business. G&A will not limit your selection.



As members of the Vendor Compliance Federation ([www.vcfww.com](http://www.vcfww.com)), you are ensured that we are in full compliance at all times and that all requirements are incorporated into G&A systems, avoiding retail deductions.

G&A's distribution software is continually monitored and updated guaranteeing that our clients' individual needs and requirements are met and fully compliant with industry standards.



Each G&A staff member is fully trained to perform their job. You can discuss any issues or questions with your designated G&A staff members and, to support your management information needs, inquiries can also be made through our on-demand software applications.



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