



Dear Gusto Partner,

Can you feel it?

No, not the essence of all things pumpkin spice burning in your nostrils. We're talking about the fevered anticipation of another year coming to an end.

While most people think about starting fresh, leaving the regrets and chaos of the last 365 days behind, you're squarely focused on preparing your clients to dot the i's and cross the t's on 2019. Right?

Now is the perfect time to remind them of all the little things they can do to get 2020 off to a great start.

Look, we're not trying to add anything to your plate. Instead, we created some handy end-of-year checklists for you and your clients. The most common end-of-year tasks are now in one place so you can quickly forward them along to your clients—while tracking what needs to be done on your end.

We hope you're as excited for end-of-year as we are. Okay, maybe "excited" isn't the right word. Eager? Euphoric? Delirious? Whatever your feelings are about end-of-year, hopefully, our checklists make things a bit easier.

We're here to help.

Cheers,

The Gusto Partner Team

**Pro-tip:**

Send this guide to your clients with your firm's logo on the cover page.

Check out the next page for steps on how to add your logo.

# How to add your logo

## What you'll need

- Adobe Acrobat
- Your logo

## Adding your logo

1. Open the eBook PDF in Adobe Acrobat.
2. When your file is open, select "Edit PDF" in the right-hand toolbar.
3. Select "Add Image" from the top toolbar.
4. Find your logo and select "Open".
5. Your logo will be placed on the PDF's cover. Click and drag the logo to the bottom right corner (see the placement of the *Daley & Associates* logo in the example at the right.)
6. Resize the logo so that it fits in the bottom white band by selecting a corner, holding down the Shift key, and dragging your mouse.
7. Once you've resized the logo, it should look similar to the example on the right.

## Export and send to clients

1. Select "File" > "Save as".
2. Make sure the Format is set to "Adobe PDF Files".
3. Once it's saved as a PDF, it's ready to share with your clients!

## Example of a co-branded guide



↑  
**Place your logo here**