

Fixed-Price Monthly Accounting Services

Customized for
Based on Meeting with Doug Johnson
and Business Owner on



** Pricing Valid for 30 days **

	Outsourced Bookkeeper	Colaborative Bookkeeper	Strategic Partner
	<i>We do it for you monthly</i>	<i>We do it together in Real Time</i>	<i>We support your growth</i>
Monthly Price	\$315	\$504	\$907
Required One-time Setup Cost	<i>\$700 Cleanup/Adjustments of first 12 months of your data</i>	<i>\$500 Cleanup/Adjustments of first 12 months of your data</i>	<i>No cost with first 3 months paid in advance. Otherwise \$300 cost.</i>
Service/Scope of Work Features			
Code & Categorize Bank/Card Transactions	✓	✓	✓
Setup & Modify Chart of Accounts - Mgmt Needs	✓	✓	✓
Reconcile All Bank, Credit Card and Loan Accts	✓	✓	✓
Standard Accrual Basis Reports for Mgmt	✓	✓	✓
Fiscal Year-end Closing Adjustments	✓	✓	✓
Non-Standard Report Creation	Optional for \$20 per month	✓	✓
Process and Manage Sales Tax	Optional for \$55 per month	✓	✓
1099 & W2 Prep, Mailing & Filing	Optional for \$75 (1-10) + \$15 (per extra 10) one time	✓	✓
Budget Creation & Monitoring	Optional for \$40 per month	✓	✓
QuickBooks Online Bundled Software	Paid by user (\$35-\$60 per month)	✓	✓
HubDoc Document Portal	Paid by user (\$20 per month)	✓	✓
Bill Pay & Accounts Payable	Optional for \$85 per month	Optional for \$40 per month	✓
Invoice Prep & Accounts Receivable	Optional for \$110 per month	Optional for \$50 per month	✓
Inventory Tracking & Reporting	Optional for \$110 per month	Optional for \$50 per month	✓
Process and Manage Payroll (Incl. Software)	Optional for \$150 per month	Optional for \$75 per month	✓
IT Support - Software & Apps (Existing & New)	Optional for \$20 per month	Optional for \$20 per month	✓
Tax Projection & Planning	Optional for \$45 per month	Optional for \$30 per month	Optional for \$15 per month
Cash Flow Analysis	Optional for \$260 one time	Optional for \$200 one time	Optional for \$150 one time
Cost Analysis	Optional for \$90 one time and \$20 per month	Optional for \$90 one time and \$10 per month	Optional for \$90 one time
Revenue Plan Creation	Optional for \$260 one time	Optional for \$200 one time	Optional for \$150 one time
KPI Setup & Reporting	Optional for \$90 one time and \$20 per month	Optional for \$90 one time and \$10 per month	Optional for \$90 one time
Service Delivery Options			
Terms	Automatic payment at the beginning of the month via credit card or auto draft	Payment at end of the month <i>OPTIONAL</i> Automatic payment at the beginning of month w/credit card or auto draft w/5% discount	Payment at end of the month <i>OPTIONAL</i> Prepaid 12 months 15% discount
Bookkeeping Team Access Level	E-mail only	Unlimited e-mail & phone support M-F 8a-5p / Monthly 1-hour bookkeeping review onsite	Unlimited e-mail & phone support / Monthly 2-hour strategic meeting ONSITE
Response Time	5 business days on e-mail questions (via e-mail)	2 business days via e-mail or phone	24 hours via e-mail or phone
Completion/Delivery Date	By the end of the following month	By 20th of the following month	By the 10th of the following month or sooner
Training and Knowledge Transfer	No training	Monthly training session (1 hours)	Monthly training session (2 hours) Adjustments, errors and acctg variance reports
Special Projects / Out of Scope Requests	\$100 minimum, \$100 per hour	\$75 per hour	Up to 10 hours per year included, then \$75/hr
Document Digitization and Archival	7 year archival during active engagement USB drive with up to 7 years of data files given upon disengagement for \$150 fee (OPTIONAL)	All documents received immediately digitized (except receipts). Unlimited cloud access to all documents during engagement. USB drive with up to 7 years of data files given upon disengagement for \$50 fee (OPTIONAL)	All documents received immediately digitized. Unlimited cloud access to all documents during engagement. USB drive with up to 7 years of data files given upon disengagement (NO FEE)
Guarantee & Cancellation Policy	No guarantees. Cancellation requires 30 days notice	Satisfaction guaranteed. Cancellation any time, arrears billing stopped.	Satisfaction guaranteed. Cancellation any time, last payment refunded.
Additional Notes:			