



# MCP & BOOKKEEPING SERVICES, INC.

MCP & Bookkeeping Services, Inc.  
Michele Penberthy, President  
P.O. Box 2670  
Olympia, WA 98507-2670  
Office: (360) 943-5071  
FAX: (360) 943-6750  
www.mcpbookkeeping.com

## Fee Schedule-Effective 01/01/2023

### Time Charges:

Initial Phone Consultation		No Charge
Initial Visit/Chart Set Up Fee (Meeting, input of data, building file)	\$	150.00 Flat per person
Annual Fee: Power of Attorney/Trustee/PR-Executor * ( <b>Acting as primary</b> )	\$	160.00 Yearly/Per Person
Annual Fee: Power of Attorney/Trustee/PR-Executor* ( <b>Acting as alternate</b> )	\$	80.00 Yearly/Per Person

*\*This service fee is to maintain relationship/update chart with any changes throughout the year. This fee will be assessed yearly in January. Once you have regular ongoing services this fee is dropped.*

After Hours/Holidays (Emergencies only)	\$	140.00 Hr.
Auditing Services	\$	125.00 Hr.
Bookkeeping Services (In office)	\$	85.00 Hr.
Bookkeeping Services (Out of office)	\$	125.00 Hr.
Case Management (In office)	\$	105.00 Hr.
Case Management (Out of office)	\$	125.00 Hr.
Estate Management (Personal Rep, Executor, Administrator)	\$	150.00 Hr.
File/Organize Chart	\$	40.00 Hr.
Mail Management Monthly in Office	\$	15.00 Flat fee per month
Notary Fees (In office for current clients)	\$	No Charge
Notary Fees (Out of office/extended travel)	\$	40.00-98.00 Flat fee
Personal Services (i.e., Special request shopping, pickup mail while on vacation, etc.)	\$	85.00 Hr.
Power of Attorney Services (In office)	\$	105.00 Hr.
Power of Attorney Services (Out of office)	\$	125.00 Hr.
Review/sign documents or checks	\$	5.00-10.00 Flat fee per month
Trustee/Custodian/Testamentary Trustee –Court Monitored	\$	150.00 Hr.

### Expense Charges:

Chart (Charge depends on type of services provided)	\$	5.00-50.00 flat fee
Photocopies	\$	0.15 Per copy
Postage	\$	Current rate
Shredding (Based on amount)	\$	7.00-24.00 Flat fee
Storage of Archived Chart (5 years maximum)	\$	25.00 Flat fee

### Business Hours

Monday through Thursday 8:30 am to 4:00 pm  
 Friday 9:00 am to 3:00 pm  
 Closed on Weekend's and all Major Holidays.

### House Calls

House calls are made on Wednesday and Friday. Please understand, due to the large volume of requests, there may be a one to two week wait for an appointment.

### Office Appointments

In an effort to give you our very best personal service, we ask you to call for an appointment rather than just drop into our office. This will ensure you will receive all the time you desire. If you drop by, please understand you may have to wait to be seen or we may need to schedule an appointment at a later time.

**We appreciate your business and look forward to working with you now and in the future!**