



MCP & BOOKKEEPING SERVICES, INC.

MCP & Bookkeeping Services, Inc.
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Fee Schedule-Effective 01/01/2026

Time Charges:

Initial Phone Consultation		No Charge
Initial Visit/Chart Set Up Fee (Meeting, input of data, building file)	\$	200.00 Flat per person
*Annual Fee: Power of Attorney/Trustee/PR-Executor (Acting as primary)	\$	190.00 Yearly/Per Person
*Annual Fee: Power of Attorney/Trustee/PR-Executor (Acting as alternate)	\$	90.00 Yearly/Per Person

**This service fee is to maintain relationship/on-call services/update chart with any changes throughout the year and protect your data with IT services and security systems. This fee will be assessed yearly and due in January. Once you have regular ongoing services this fee is waived.*

After Hours/Holidays (Emergencies only)	\$	175.00 Hr.
Bookkeeping & Financial Services (In office)	\$	100.00 Hr.
Bookkeeping & Financial Services (Out of office)	\$	150.00 Hr.
Case Management (In office)	\$	165.00 Hr.
Case Management (Out of office)	\$	175.00 Hr.
Clerical Assistance/Maintenance of Chart	\$	50.00 Hr.
Court Appearance/Court Document Drafting & Reports	\$	175.00 Hr.
Estate Management (Personal Rep, Executor, Administrator)	\$	185.00 Hr.
Mail & Administration Management Monthly in Office	\$	35.00 Flat fee per month
Medicaid Application (Complete application/Compile records/Interview Assistance)	\$	1,000.00 Flat Fee per person
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.)	\$	90.00 Hr.
Power of Attorney Services (In office)	\$	165.00 Hr.
Power of Attorney Services (Out of office)	\$	175.00 Hr.
Trustee/Custodian/Testamentary Trustee –Court Monitored	\$	185.00 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
Saturday-Sunday	Closed
Federal Holidays	Closed

House Calls

Please understand, due to the large volume of requests, there may be a one to two week wait for an appointment.

Office Appointments

To give you our absolute 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 in, please understand you may have to wait to be seen, or we may need to schedule an appointment at later time.

We appreciate your business and look forward to assisting you now and in the future!