

Solutions

	Lite	Essentials	Premium	Fee/Service
Fee starting at	\$400/mo	\$700/mo	\$950/mo	\$75/hour
BOOKKEEPING AND REPORTING				
Categorize all transactions	✓	✓	✓	
Transactions quality verification/documentation	✓	✓	✓	
Invoicing		✓	✓	
Bill payment		✓	✓	
Process staff reimbursements and expense reports		✓	✓	
Monthly Profit Loss and Balance Sheet reporting	✓	✓	✓	
Accounts Receivable aging reporting		✓	✓	
Reconciliation of bank, credit card, and loan accounts	✓	✓	✓	
PAYROLL SERVICES				
Bi-weekly payroll services (quickbooks subscription required)		✓	✓	
Employee payroll onboarding		✓	✓	
Employer tax processing		✓	✓	
Employee annual W-2 filing		✓	✓	
CONTRACTOR SERVICES				
Onboard sub-contractors (W-9, work Comp verification, signed agreements)			✓	
Process annual 1099 filings			✓	
EXPANDED SERVICES				
Financial Coaching/Strategic Planning				\$75/hour
Sales tax filing and payment support				\$75/hour
Collaborate with your tax preparer for alignment of document needs				\$75/hour
Staff training				\$75/hour
Annual budget creations & quarterly forecasting				\$75/hour
HUMAN RESOURCE SUPPORT				
Employee Onboarding and Offboarding			✓	
HR Compliance Management			✓	
Employee Records Management			✓	
Employee Relations			✓	
SUPPORT				
Unlimited email support	✓	✓	✓	
Monthly account review video conference	✓	✓	✓	
Shared google drive	✓	✓	✓	