

# Sample Pricing Options

**\*\*Note that these packages are for illustrative purposes only and do not include payroll. We will work together to develop a plan to meet your specific needs.\*\***

See next page for payroll pricing.

Starter	Basic	Plus
<p><b>\$180 per month</b></p> <p><b>Great for Small Start-Ups!</b></p> <p><b>*Plus one-time fee of \$150.00 for new software setup (if needed).</b></p> <p><b>Entry and categorization of income &amp; expenses into accounting software</b></p> <p><b>Up to 100 total transactions per month*</b></p> <p><b>Bank account/credit card/loan reconciliation (up to 4 accounts total)**</b></p> <p><b>Monthly or quarterly financial statements</b></p> <p><b>Services provided monthly or quarterly</b></p> <p><b>Client pays any accounting software subscription fees</b></p>	<p><b>\$350 per month</b></p> <p><b>Great for Small Businesses!</b></p> <p><b>*Plus one-time fee of \$150.00 for new software setup (if needed).</b></p> <p><b>Entry and categorization of income &amp; expenses into accounting software</b></p> <p><b>Up to 250 total transactions per month*</b></p> <p><b>Bank account/credit card/loan reconciliation (up to 6 accounts total)**</b></p> <p><b>Michigan sales tax filing</b></p> <p><b>Monthly financial statements</b></p> <p><b>Month-end adjusting entries &amp; closing</b></p> <p><b>Year-end preparation for tax filing (package provided to tax preparer)</b></p> <p><b>Client pays any accounting software subscription fees</b></p>	<p><b>\$550 per month</b></p> <p><b>Great for Growing Businesses!</b></p> <p><b>*Plus one-time fee of \$150.00 for new software setup (if needed).</b></p> <p><b>Entry and categorization of income &amp; expenses into accounting software</b></p> <p><b>Up to 500 total transactions per month*</b></p> <p><b>Bank account/credit card/loan reconciliation (up to 10 accounts total)**</b></p> <p><b>Michigan sales tax filing</b></p> <p><b>Fixed asset tracking</b></p> <p><b>Monthly financial statements</b></p> <p><b>Month-end adjusting entries &amp; closing</b></p> <p><b>Year-end preparation for tax filing (package provided to tax preparer)</b></p> <p><b>Client pays any accounting software subscription fees</b></p>

## Payroll Processing - Starting at \$85.00 Per Month

You may add payroll processing to any package or use as a stand-alone service.

- **1-5 Employees – Bi-Weekly Payroll**

- \$85.00 per month (add \$55/month for weekly payroll) as an add-on to bookkeeping services
- \$105.00 per month (add \$55/month for weekly payroll) as a standalone service

- **Add employees** in blocks of 5 for \$20.00 per block

- Includes all payroll tax payments and reporting, as well as year-end W2 processing

- **Important Note:** *All payroll taxes are collected from your account each time a pay run is processed.*

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## 1099 Preparation

Base charge of \$50.00. Each form is \$5.00. This includes the cost of e-filing (I only use electronic filing). Any 1099 information provided after January 25th will incur an additional \$200.00 rush fee.

Client must provide all vendor information:

- Name/Business name
- Address
- Social Security/EIN #
- Amount paid for services
- Any taxes withheld

I will also need the legal information for your business (legal business name, business address, and EIN).

*\*NOTE: It is up to the **business owner** to understand the requirements of when to issue a 1099. I cannot make that determination for you. I will only file based on the information you provide, and you attest that it is correct to the best of your knowledge.*

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## QuickBooks Clean-up and Catch-up

Clean-up and Catch-up of prior months will be done at a rate of \$45.00 per hour. The number of hours will vary depending on the number of months the books are behind and the number of reconciliations and corrections that are needed.

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## Notes:

\*Allowed number of bank accounts can include any combination of checking, savings, loans, and credit card accounts.

\*\*Allowed number of transactions includes payments issued, invoices generated, and payments received.