



1136 S. Delano Court West, Suite B201-2002
Chicago, IL 60605

www.howardtaxprep.com
877-846-8594

Business Owner Accounting Package

Our all-inclusive pricing makes tracking your financial life Less Taxing.

Our basic package contains everything a business owner needs to allow you to focus on the work you love while leaving the finances to us. The add-ons we offer provide additional services when, and if, they are needed.

We've found that almost every business has the same needs at various stages of growth. With our use of technology, we're able to work efficiently to provide data quickly, consistently, and accurately no matter the volume of transactions or number of accounts. Due to our focus on efficiency, we're able to offer pricing that is designed to grow with you based on gross revenue.

These charts show how our pricing works depending on your business entity type.

SOLE PROPRIETOR OR SINGLE MEMBER LLC

Gross Revenue/Loss	Price
\$0 – 45k	\$49/mo.
\$46 – 110k	\$89/mo.
\$111 – \$175k	\$129/mo.
\$176 – 250k	\$169/mo.
\$251k +	Custom Quote

PARTNERSHIP, S-CORP OR C-CORP

Gross Revenue/Loss	Price
\$0 – 45k	\$75/mo.
\$46 – 110k	\$125/mo.
\$111 – 175k	\$175/mo.
\$176 – 250k	\$225/mo.
\$251k +	Custom Quote

Initial: _____



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	ADD ON ITEMS	Price
<p style="text-align: center;">✓</p> <hr style="width: 50px; margin-left: 0;"/>	<p>Monthly Bookkeeping Package – All packages include:</p> <ul style="list-style-type: none"> - Awesome bookkeeping using bank feeds in Quickbooks Online* - Monthly reconciliations - Monthly financial reports sent to your inbox - Business Tax Return (Federal and 1 state if required) - Digital receipt storage app for your smart phone - Secure digital storage of tax return in our client portal accessible 24/7 - Estimated Tax Vouchers - One monthly email to ask financial questions or address concerns 	<p style="text-align: center;">Per chart on page 1</p> <p style="text-align: center;">\$ _____</p>
Add Ons		
	<p>Quickbooks Online - Take advantage of our wholesale pricing from Intuit. With this add on, we'll pay the bill for QBO, so you'll always pay less than the current retail price.</p>	\$20/mo.
	<p>Weekly Bookkeeping – Need your books done more often? This add on means we'll set aside a day every week to do your bookkeeping, so you've got the data you need, when you need it.</p>	\$20/mo.
	<p>Unlimited Bank Feeds – Our core packages include 60 bank feed transactions, and up to 5 accounts (bank, credit cards, etc.). For businesses that have with heavy usage</p>	\$130/mo
	<p>Unlimited Support – Our bookkeeping package is designed to let you make money while we take care of everything else, but if you do need more time with us each month, this add-on provides unlimited emails, phone calls, and meetings.</p>	\$65/mo.
	<p>Receipt Review – Our bookkeeping package provides an app that allows you to store all your receipts in the cloud right from your smart phone. If you'd like us to review the documents to split between categories, check each line item for deductibility and attach that receipt image to your Quickbooks Online transaction, this add on does it all.</p>	\$50/mo.
	<p>Tax Planning – Tax planning is a huge part of our business. With this add on, we'll not only prepare your books and tax returns, but we'll also look for ways to limit your tax liability and assist in implementing these plans.</p>	\$55/mo.
	<p>Payroll - Need help with running payroll and filing your returns? We'll help you get setup and ensure quarterly and annual filings are done timely and accurately.</p>	\$45/mo. + \$7 per employee

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	1099 Onboarding – Collecting demographics, licenses, W-9, onboarding	\$200/mo.
	EXPENSE ACCOUNT —Needed by C/S corporations to track expenses and reimbursements of employee business expenses. Without this account, employee expenses can be denied by the IRS. -- \$35.00 Setup, \$25 monthly	\$25/mo. \$35 setup.
	Accounts Receivable – If the invoicing process becomes too much for you, we can create invoices, send them out, receive the payments, and group the payments into bank deposits for you.	\$285/mo.
	Accounts Payable – Paying bills on time can be tough when you’re constantly on the go. This add on takes that off your plate. We enter your bills and use an app to arrange payment, but you still get the final say on when funds are released.	\$285/mo.
	Additional State Returns – We’ll do one state return for your business and/or personal taxes. Should you need additional states, this is the add on for you.	\$8/mo.
	Local, Sales and Tangible Taxes – Some areas of the country require a local tax in addition to their state tax return. These local returns can have many pitfalls and can’t always be electronically filed. Also, if you’re a business that is required to collect and remit sales tax or file a tangible tax return, you know those due dates can be a pain to keep track of. This add on eliminates all those burdens.	\$20/mo.
	Additional Items: -T-Sheets -Retirement Plan 1 time charge -Toll Free Number -Business Insurance - -	\$20/mo. \$5 pp \$199 \$10 \$ _____ \$ _____ \$ _____
	Total	\$ _____

*We use the bank feeds in QuickBooks Online to keep us efficient. Hand written checks slow our process down to a crawl. If you must still hand write checks, any past 5 will incur a \$3 per check fee for us to enter the information into QuickBooks Online.

Package Start Date:

Monthly Amount at Package Start: \$ _____