



Small Business Bookkeeping — Price Sheet

(All packages billed monthly; “starting at” reflects base-volume; actual quote may vary based on transaction count, accounts, payroll, etc.)

Tier / Package	Ideal for	Services Included*	Notes/Overages
Basic	Very small / micro businesses; solo owners with low transaction volume	• Bank & credit card reconciliations (up to 2 accounts) • Expense / income categorization • Basic Profit & Loss & Balance Sheet report • Monthly review meeting / Q&A (≈30 minutes)	Up to 50 transactions; additional \$ per 10 transactions over limit
Standard	Small businesses with moderate activity; may have additional accounts or moderate AP/AR	• All Basic services • Accounts payable/accounts receivable support • Sales tax support / reporting • Monthly financial commentary / discussion	Up to 150 transactions; extra at \$ per extra 20 transactions
Premium	Established small businesses with higher volume; clients needing more support & oversight	• All Standard services • More extensive transaction volume handled • Additional credit card / bank accounts as needed • Quarterly review of financials & coordination with tax preparer/advisor • Priority support / more frequent contact	Up to 300 transactions; extra work billed hourly or per unit
Setup / Clean-Up / Catch-Up	Businesses whose bookkeeping is behind, or new clients needing initial QuickBooks setup, chart of accounts clean-up, backlog reconciliation	Project-based estimate; quoted after reviewing the state of your books and volume	Billed upon engagement; detailed scope provided

* Services reflect typical scope. Final engagement letter will clearly define exact deliverables, transaction limits, accounts, and any add-on fees.

Overages, extra services, and ad-hoc work (outside defined scope) will be billed at an hourly rate of US\$ 60/hr or via mutually agreed flat add-on fees.