





## SERVICE FEE PLAN

### Category 1) Monthly Fixed Package

We offer three bookkeeping packages with a fixed monthly fee structure reflects our dedication to being a fully integrated part of your team.

- Comprehensive bookkeeping services for a consistent monthly fee.
- Predictable costs and reliable support as a fully integrated partner.

Simple	Plus	Prime	Platinum
			
\$220/ month incl. GST	\$275/ month incl. GST	\$330/ month incl. GST	Price on Enquiry
<b>For aspirational small businesses</b>	<b>For small businesses that need more support</b>	<b>For medium businesses</b>	<b>For medium businesses with complex needs</b>
<ul style="list-style-type: none"> <li>• <b>Monthly Expenses:</b> &lt;\$50k OR Revenue &lt;\$250k OR</li> <li>• <b>Reconciled up to 100 transactions</b></li> <li>• Reconcile 1 bank account up to max. number of transactions per month</li> <li>• Bank feed reconciliations</li> <li>• Monthly P&amp;L reports</li> <li>• Quarterly BAS** preparation and lodgement</li> <li>• Quarterly check in (face to face or On-line)</li> <li>• Email and phone support</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Monthly Expenses:</b> &lt;\$75k OR Revenue &lt;\$500K OR</li> <li>• <b>Reconciled up to 200 transactions</b></li> <li>• Reconcile 2 bank account up to maximum number of transactions per month</li> <li>• Bank feed reconciliations</li> <li>• Quarterly BAS** preparation and lodgement</li> <li>• Quarterly check in (face to face or On-line)</li> <li>• Email and phone support</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Monthly Expenses: up to &lt;\$150k OR Revenue &lt;\$1 Mil OR</b></li> <li>• <b>Reconciled up to 300 transactions</b></li> <li>• Reconcile 3 bank account up to max number of transactions per month</li> <li>• Bank feed reconciliations</li> <li>• Expense processing</li> <li>• Quarterly BAS** preparation and lodgement</li> <li>• Quarterly check in (face to face or On-line)</li> <li>• Email and phone support</li> <li>• End of year preparation for accountant</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Monthly Expenses: up to &lt;\$200k OR Revenue \$1 Mil &lt; OR</b></li> <li>• <b>Reconciled up to 300 transactions</b></li> <li>• <b>All Service for Prime include</b></li> </ul>

**Remark\*\*)**  Extra Option for Tax Return(s) available by associated Tax Agent at special cost.

## Payroll



- 1 – 3 employees: \$7.70 per employee per pay run
- 4 – 8 employees: \$6.60 per employee per pay run
- 9 – 12 employees: \$5.50 per employee per pay run
- 12+ employees: \$4.40 per employee per pay run

Including:

- Set-up employee on Payroll program
- Process onboarding documents
- Tax file declaration lodged with ATO
- Employee entitlement management
- IAS lodgement monthly or quarterly
- Superannuation processing monthly or quarterly

## Corporate Secretary Service

Type	Company \$1,320-	Trust \$990-
<b>New Setup</b> 	<ul style="list-style-type: none"> <li>• Initial structuring advice &amp; consultation</li> <li>• Company Registration (incl ASIC fees)</li> <li>• Standard company constitution</li> <li>• Certificate of Incorporation</li> <li>• Tax registrations (ABN, TFN, GST, PAYG)</li> </ul>	<ul style="list-style-type: none"> <li>• Initial structuring advice &amp; consultation</li> <li>• Trust Deed with stamping</li> <li>• Tax Registrations (ABN, TFN, GST, PAYG)</li> <li>• Trustee Company (add on +\$990)</li> </ul>
<b>Annual Review Representative</b>	• Annual Review Fees apply	
<b>Business Name</b>	• Business Name Registration Fee apply Per Period (1, 3 years)	

### Category 2) Project Based or Case-by-case Fees

Suitable for businesses needing occasional or specialized services such as BAS lodgements, payroll setup, financial reviews, or compliance catch-up work.

If a business has **outstanding BAS or other unreported financial obligations from previous years**, we assess the complexity and timeline required to bring records up to date, ensuring full compliance with the Australian Taxation Office (ATO).

All fees are **negotiable**, tailored to the size and complexity of your business, the frequency of services, and any additional requirements. We aim to provide cost-effective solutions that align with your financial goals while maintaining high-quality service.

For a personalized quote, feel free to **contact us** to discuss your specific bookkeeping needs.

- Flexible solutions for occasional or specialized bookkeeping needs (e.g., BAS, payroll setup).
- Cost-effective option for specific projects or compliance catch-up.
- Fees tailored to business size, complexity, and service frequency.

### **Category 3) Contracted Services for Professional Accounting Firms**

We provide bookkeeping support to busy accounting firms, ensuring efficient handling of client records. As a **trusted outsourcing partner**, we streamline financial processes to ease workloads. Pricing for contract services is **mutually negotiated** based on engagement level, volume of work, and service scope.

Our goal is to deliver **cost-effective and tailored solutions**, adapting to the needs of businesses and firms alike. **Contact us** to discuss a custom pricing arrangement that aligns with your financial requirements.

- Dedicated bookkeeping support for accounting firms.
- Efficient handling of client records and streamlined financial processes.
- Cost-effective outsourcing to ease workloads.
- Pricing negotiated based on engagement level and work volume.

#### **► General Fee Information:**

All fees at LedgerBox Services are negotiable and tailored to the unique size and complexity of your business, the frequency of services required, and any additional specific needs you may have. Our aim is to deliver cost-effective solutions that are perfectly aligned with your financial goals while upholding our commitment to high-quality service. For a personalized quote and to discuss your specific bookkeeping requirements in detail, please do not hesitate to contact us. We are here to find a pricing arrangement that works best for you.



#### **Payment Conditions:**

Our fees are **invoiced monthly**, with invoices issued during the first week of each month for services rendered in that period. To facilitate a smooth and efficient payment process, we require clients to establish **direct debit or credit card payment** arrangements at the commencement of our engagement. For project-based or case-by-case services, specific payment terms will be discussed and mutually agreed upon based on the scope of work and project timelines.