

Small Business Administration Services

Your extra pair of hands

You're already working hard, but you know there's more to running your business. Payroll and BAS preparation, reconciling your invoicing and payments, taking customer and supplier calls, and planning out your week, all whilst on the job can be distracting, and sometimes annoying.

Backoffice Services

At Prodigy, we take care of your business needs. We provide fixed price administrative services that are tiered for you to select what you want, when you need it, without long-term contracted commitments.

Silver

Meets your basic financial obligations: bookkeeping and issue followup, payroll and BAS preparation, invoice and payment reconciliation, business coaching, advice and guidance.

Gold

Further support of Silver Service activities plus: follow-up of overdue payments, chasing up your customers, dealing with complaints and fixing disputed supplier charges and fees.

Platinum

A whole of service that includes Gold Service activities plus: day-to-day management of your business, job scheduling and planning, customer quotations, supplier invoice reconciliation, workload balancing.



Pricing

Pay as you go

Hassle free, obligation free, stress free, giving you peace of mind. We understand that your business needs may change over time. So, fees are charged at the beginning of the service period and you can cancel or change your selected service at any time. If you can't see exactly what you want, just ask, and we can provide you with a tailored solution.



Service ¹	Silver	Gold	Platinum
Bookkeeping and issue followup	✓	✓	✓
Payroll and BAS preparation	✓	✓	✓
Invoice and payment reconciliation	✓	✓	✓
Business coaching, advice, guidance	✓	✓	✓
Followup overdue invoices	✗	✓	✓
Customer quotation followup	✗	✓	✓
Customer complaint management	✗	✓	✓
Correction of supplier charges and fees	✗	✓	✓
Job scheduling and planning	✗	✗	✓
Customer quotation preparation	✗	✗	✓
Supplier invoice reconciliation	✗	✗	✓
Workload balancing	✗	✗	✓
Once-off Establishment Fee ²	\$500	\$500	\$1000
Ongoing Service Fee ²	\$500 per <u>qtr</u> ³	\$500 per <u>mth</u> ⁴	\$1000 per <u>mth</u> ⁴

¹ Services are subject to Terms and Conditions (available on our website www.prodigy-business.com)

² Fees ex.GST, charged in advance

³ Ongoing Service Fee for Silver Service is charged at commencement of service and at the start of each fiscal quarter

⁴ Ongoing Service Fee for Gold and Platinum Services is charged at commencement of service and at the start of each calendar month