

TIERS OF SERVICE * PRICING PLANS **		Setup Fee \$350	Setup Fee \$550	Setup Fee \$750
		ESSENTIAL BOOKKEEPING	COLLABORATIVE BOOKKEEPING	STRATEGIC BOOKKEEPING
Monthly	Reconciliation of Banks, Credit Cards, & Loans	●	●	●
	Setup & Continued Customization of Chart of Accounts	●	●	●
	Budget Entry and Reporting	●	●	●
	Review of Accounts Receivables & Payables	●	●	●
	Project Inventory Entry & Reporting	●	●	●
	1099 Vendor Tracking	●	●	●
	HubDocs Setup	●	●	●
	Melio Setup	●	●	●
	Greenbacks (HomeDepot & Lowes) Setup	●	●	●
	Reporting Review with Accounting Client Manager	●	●	●
Weekly	Income/Expense Review		●	●
	Petty Cash & Inter-company Transfer Ledger		●	●
	HubDocs Portal Management		●	●
	Settlement Statement/HUDs Entry	●	●	●
	Process & Manage Sales Tax		●	●
	Vendor 1099 Process & Management - E-file Included		●	●
	Forecasting & Cash Flow Review		●	●
	Multi Company/Division Reporting		●	●
Quarterly	Train Admin Staff to Support Process Flows		●	●
	Sales Tax Reporting - State & Local		●	●
2X	Comprehensive Review with Accounting Manager		●	●
	May & November check in with Strategy Accountant			●
Yearly	Financial Statement Integrity Review for Tax Filing	●	●	●
	1099-INT for Loan Payment Reporting			●
		\$447 Monthly	\$747 Monthly	\$1,247 Monthly

SERVICE DELIVERY

Completion/Delivery Date	By end of next month	By 20th of next month	By 10th of next month
Response Time	3 bus days via email	2 bus days via email/phone/text	Within 24 hrs via email/phone/text
Bookkeeping Team Access During Business Hours	Email	Email/Zoom calls	Unlimited Email/Phone/Text/Zoom
Accounting Manager Access During Business Hours	Email	Email/Zoom calls	Unlimited Email/Phone/Text/Zoom
Strategy Accountant Access During Business Hours	Not available	Email	Email/up to 2 hours/month Zoom
Designated as 3rd Party/Accounting Representation	Not available	Not available	Available
IRS or State Audit Support/Representation	\$250/hour	10 hours/year included	50 hours/year included
Special Projects/Out of Scope Requests	\$250/hour	\$150/hour	Up to 12 hours/year then \$150/hour
Cancellation Policy	30-day notice	30-day notice	30-day notice

* All Bookkeeping services require a consistent feed of information and documentation. It is ultimately the client responsibility to provide this data for us to fulfill these services in a timely and accurate manner

** Pricing is on a per company basis and requires monthly auto-pay. Additional services are available at an additional cost.