

K S G

Office Management, Inc.

The below Services are based on transitioning the current financial program to QuickBooks Online as of January 1, 2025 through March 31, 2025.

Services

- Work to Be Begin April 1, 2025
- Enter All Customers Into QuickBooks Online
- Enter All Vendors Into QuickBooks Online
- Bring All Transactions to Current Starting January 1, 2025
- Transition Information from Mitchell Management to QuickBooks Online
- Transition Information from Property Matrix to QuickBooks Online
- Clean Up / Update Class Codes in QB Chart of Accounts
- Update Bank Reconciliations to Current
- Update Credit Card Reconciliations to Current
- Enter Customer Invoices and Payments Previously Received
- Enter Vendor Invoices and Payments Previously Received
- Reconcile Monthly Clover Receipts to Deposits Previously Received
- Send Financial Reports Upon Completion of Updating
- QuickBooks Online Provided by Gulf Harbor Marina
- Work To Be Completed Fully Remote
- In Person Visits Available Upon Request
- Payment for QuickBooks Update and Clean Up Due Prior to Work Completion

Monthly Rate for January 2025 Update	\$1,850.00	<u> <i>AS</i> </u>	Initial
Monthly Rate for February 2025 Update	\$1,850.00	<u> <i>AS</i> </u>	Initial
Monthly Rate for March 2025 Update	\$1,850.00	<u> <i>AS</i> </u>	Initial

*** Pricing Valid For 1 Year From Initial Start Date ***

Signature *Bruce Fovini* Treasurer Date 3/23/25

Please Initial, Sign and Return Upon Approval

Bruce Fovini; Treasurer GHM

KSG

Office Management, Inc.

My Services are based on a weekly and monthly performance of standard bookkeeping tasks. Let me take the worry out of your office work by taking ownership and responsibility of these items so you have the time to focus more on your company's production and customer satisfaction.

Services

- Weekly and Monthly Bank Account Reconciliations
- Credit Card Reconciliations
- Weekly Invoice Entry Into QuickBooks
- Post Received Customer Payments
- Reconcile Monthly Clover Receipts to Deposits Received
- Post Vendor Payments Upon Approval and Log Confirmation of Payment
- Post Payroll Tax Payments
- Maintain Fresh and Organized Books
- Send Weekly and Monthly Financial Reports
- QuickBooks Online Provided by Gulf Harbor Marina
- Annual Budget to Be Completed in the 3rd Quarter
- Work To Be Completed Fully Remote
- In Person Visits Available Upon Request
- Monthly Invoice Billed for the First of the Next month and Due Upon Receipt
- Hourly Rate Billed Weekly Due Upon Receipt

Standard Monthly Bookkeeping Rate \$1,400.00 Bi Initial

Standard Hourly Bookkeeping Rate \$75.00 / Hour Bi Initial

*** Pricing Valid For 1 Year From Initial Start Date ***

Signature Bruce Louinelli Treasurer Date 3/23/21

Please Initial, Sign and Return Upon Approval

Bruce Louinelli, Treasurer