

Dufftax, LLC				
Bookkeeping Services				
Client Information				
Client Name/Company Name				
Client's Firm Size				
Industry Type				
Service Offered				
Monthly Bookkeeping Services				
	Quantity	Flat Rate	Total	
Bank Account Reconciliation (per account)	1	\$50.00		
Journal Entries	Adjusting JE	\$350.00		
Financial Statements	3	\$200.00		
Credit Card Reconciliation (per credit card)	5	\$250.00		
Total Monthly Bookkeeping			\$0.00	
Quartely Bookkeeping				
	Hours Spent	Price per Hour	Total	
Sales Tax Return		\$15.00	\$0.00	
Payroll Tax Return		\$20.00	\$0.00	
Quartely Financial Statements		\$50.00	\$0.00	
Total Quartely Bookkeeping			\$0.00	
Payroll Processing				
	Quantity	Flat Rate	Total	
Weekly Payroll	10 per employee	\$60.00	#VALUE!	
Bi-Weekly Payroll		\$60.00	\$0.00	
Monthly Payroll		\$60.00	\$0.00	
Bi-Monthly Payroll		\$60.00	\$0.00	
Quartely Payroll		\$60.00	\$0.00	
Annual Payroll		\$60.00	\$0.00	
Total Payroll Processing			#VALUE!	
Accounts Payable & Accounts Receivable Management				
	Quantity	Flat Rate	Total	
Accounts Payable	5	\$50.00		month
Accounts Receivable	20	\$100.00		
Total AR & AP			\$0.00	
Annual Bookkeeping Services				
	Hours Spent	Price per Hour	Total	
Tax documents preparation assistance	0	\$70.00	\$0.00	
Generating annual financial statements	0	\$50.00	\$0.00	
Year-end close	0	\$100.00	\$0.00	
Total Annual Bookkeeping Services			\$0.00	
Total Monthly Fees (Monthly Bookkeeping, Weekly, Bi-Weekly Payroll, Monthly Payroll, AR & AP)				#VALUE!
w2 and 1099 print up and send \$20 each				

