

Downtyme Management

Professional Bookkeeping Services

Bookkeeping designed to bring clarity, confidence, and peace of mind—so you can focus on growing your business.

Package	Services Included	Small	Medium	Large
Basic Bookkeeping	<ul style="list-style-type: none">• Monthly bank & credit card reconciliations• Categorized income & expenses• Monthly financial summary	\$300	\$450	\$1,000
Standard Bookkeeping + AP or AR	<ul style="list-style-type: none">• Everything in Basic• Bill payment <i>or</i> invoicing support• Monthly report package	\$450	\$900	\$1,500
Premium Bookkeeping + AP, AR & Advisory	<ul style="list-style-type: none">• Everything in Standard• AP & AR management• Budgeting & financial guidance	\$600	\$1,500	\$2,500

Business Size Guide

Small: 1–3 accounts | 50–300 transactions per month

Medium: 3–5 accounts | 300–600 transactions per month

Large: 5+ accounts | 600+ transactions per month

Pricing Notes: Pricing is based on business size and monthly workload. Final rates are confirmed after an initial consultation.

Ready to simplify your finances? Schedule a consultation today.

Jill Thomas • 779-351-9874

finance@downtymemanagement.com • www.downtymemanagement.com