NOVEMBER 2025

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INTUIT Certified QuickBooks Level 1 ProAdvisor

INTUIT Trained Bookkeeper

LET'S BUILD SOMETHING GREAT TOGETHER

VISION

To empower small business owners with clarity, control, and confidence through ethical, DIY financial systems that scale with simplicity.

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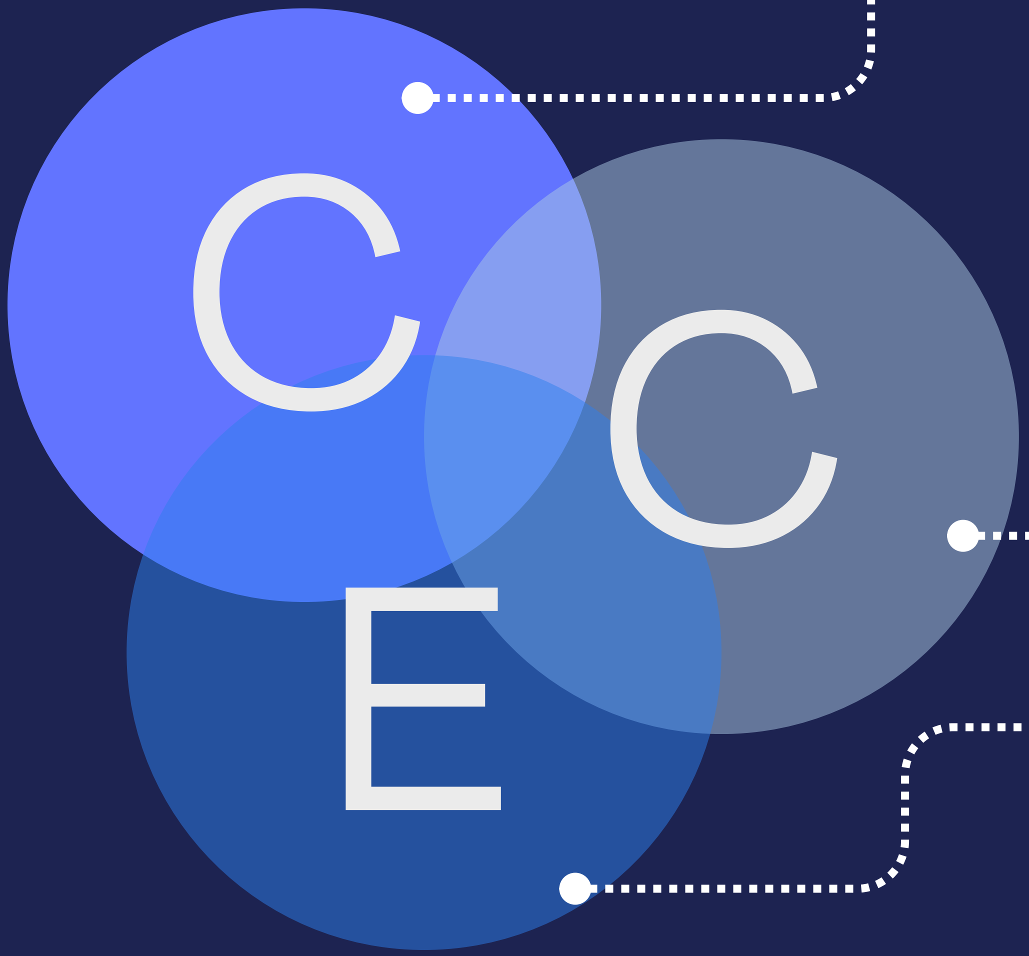
MISION

ClearBooks LLC delivers modular bookkeeping tools, strategic insights, and hands-on support to help entrepreneurs build sustainable businesses. We champion transparency, minimize risk, and foster collaboration, one account, one workflow, one win at a time.

Business Statement

At DAB Clear Books, we believe bookkeeping should empower, not overwhelm. We're honored to support your journey with clarity, control, and confidence.

What we Stand For



	WE	YOU
CLARITY	We provide accurate, easy-to-read reports every period.	You will always know exactly where your money is and how profitable you are..
CONTROL	We empower you with financial data, not just tax-time totals.	You can make smart, proactive decisions (hiring, investing, saving) based on facts.
Ethical Practices	We commit to integrity, professionalism, and industry standards (GAAP/IRS).	You can trust that your financial records are compliant, secure, and ready for your CPA.

Ensuring a Smooth Workflow

Bank Feeds/Access

The Paper Trail

Receipts/Invoices

Transaction Clarification

Tax Documents

30 days journey

Kickoff & Intake — W1

Setup & Sync — W2

First Review — W3

Optimization — W4

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Modular Service Matrix

Tier	Bookkeeping	Advisory	Setup	Add-Ons
Basic	Monthly categorization, bank feed sync	—	Vendor setup	Receipt upload guide
Plus	Weekly categorization, vendor credit logic	Monthly review call	Recurring transactions	1099 prep
Premium	Real-time categorization	Strategic cash flow mapping	Full QBO setup	Custom dashboards

Monthly Bookkeeping Packages

PREMIUM

Established growth-focused companies needing strategic data

Annual Revenue Threshold

US$500K+

Monthly Transaction Limit

Up to 150 transactions

RANGE FEE

$750 – $1,200+

DETAILS

PLUS

Growing businesses needing monthly advisory oversigh

Annual Revenue Threshold

$150K – $500K

Monthly Transaction Limit

Up to 100 transactions

RANGE FEE

$450 – $700

DETAILS

BASIC

Start-ups or simple businesses focused on compliance

Annual Revenue Threshold

-$150K

Monthly Transaction Limit

Up to 50 transactions

RANGE FEE

$250 – $400

DETAILS

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PREMIUM

Established growth-focused companies needing strategic data

Annual Revenue Threshold

US$500K+

Monthly Transaction Limit

Up to 150 transactions

RANGE FEE

$750 – $1,200+

Ideal for

Established growth-focused companies needing strategic data

Estimated Fee Range

$750 – $1,200+

Annual Revenue Threshold

Over $500,000

Monthly Transaction Limit

Up to 150 transactions

Bookkeeping Rhythm

Real-Time Categorization & Support

Financial Advisory

Strategic Cash Flow Mapping & Advisory Call

package include core compliance services: Monthly Bank/Credit Card Reconciliation, Financial Report Generation (P&L, Balance Sheet), and Secure Document Storage.

DETAILS

PLUS

Growing businesses needing monthly advisory oversigh

Annual Revenue Threshold

$150K – $500K

Monthly Transaction Limit

Up to 100 transactions

RANGE FEE

$450 – $700

Ideal for

Growing businesses needing monthly advisory oversight

Estimated Fee Range

$450 – $700

Annual Revenue Threshold

$150K – $500K

Monthly Transaction Limit

Up to 100 transactions

Bookkeeping Rhythm

Weekly Categorization & Review

Financial Advisory

Monthly Review Call & Trend Analysis

package include core compliance services: Monthly Bank/Credit Card Reconciliation, Financial Report Generation (P&L, Balance Sheet), and Secure Document Storage.

DETAILS

BASIC

Start-ups or simple businesses focused on compliance

Annual Revenue Threshold

-$150K

Monthly Transaction Limit

Up to 50 transactions

RANGE FEE

$250 – $400

Ideal for

Start-ups or simple businesses focused on compliance

Estimated Fee Range

$250 – $400

Annual Revenue Threshold

Under $150K

Monthly Transaction Limit

Up to 50 transactions

Bookkeeping Rhythm

Monthly Categorization & Cleanup

Financial Advisory

Quarterly Report Review (by request)

package include core compliance services: Monthly Bank/Credit Card Reconciliation, Financial Report Generation (P&L, Balance Sheet), and Secure Document Storage.

Mandatory Initial Costs

one-time fees ensure your books are ready for a smooth, ongoing monthly service.

Service	Description	Estimated Fee (One-Time)
Initial File Cleanup / Setup	Covers the diagnostic review, cleanup of prior books (if applicable), setting up the Chart of Accounts, and establishing your secure client portal.	**U$500 – U$1,500** (Varies by complexity/age of file)
QuickBooks Subscription	Your firm manages your QBO subscription to ensure proper access and seamless integration with our systems.	**Variable** (Billed at cost or discounted rate)

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Monthly Bookkeeping Packages

Customize your package with professional services that provide extra Control and security.

Service	Description	Pricing Structure
Audit Support (Insurance)	Provides direct communication with the auditor, retrieval of all supporting documentation, and explanation of financial statements should you face a state or insurance audit.	**$125** (per hour (Billed upon use)
CPA Coordination	We manage the year-end transition, providing your tax preparer with all necessary reports (P&L, Trial Balance, 1099 details) and acting as the primary contact for financial questions.	**$150** per year (Billed annually in December)
Custom Folder Setup	Beyond the standard portal, we set up a dedicated, customized, and permissioned folder structure (e.g., Google Drive or Dropbox) tailored for your tax, legal, and operational documents.	**$99** **One-Time Setup**

Scope of Work & Exclusions

Do's		Dont's
Categorization, Reconciliation, Financial Reporting, Vendor/Payee Management, Monthly Data Review.	**Bookkeeping**	Tax Preparation, Filing, or Representation. We are your Bookkeepers; your CPA is your Tax Preparer.
Strategic insights based on financial data (Budgeting, Trend Analysis, Cash Flow Mapping).	**Advice**	Legal Advice, Investment Consulting, or Financial Planning. You must consult licensed professionals for these areas.
Review and reconcile payroll/sales transactions that hit your bank feed.	**External Systems**	Processing or Filing Payroll (unless explicitly purchased as an Add-On). Directly managing your CRM or external invoicing systems.

Our Communication Protocol

Secure Client Portal / Email	Within 24 Business Hours	Primary Method. For all non urgent questions, sharing documents, and routine communication.
Scheduled Call (Zoom/Phone)	Scheduled by Email	Monthly Review Calls. For strategic discussions, onboarding checkpoints, and complex problem solving.
Urgent Alert	1–2 Business Hours	For Emergency Use Only. This is reserved for time sensitive issues (e.g., system failure, urgent tax notice). Defined in your engagement letter.

Data Security & Confidentiality

Secure Access

We connect to your file exclusively through the QuickBooks Online Accountant (QBOA) Portal. You have full control over our user permissions at all times.

Document Handling

All sensitive documents (statements, EINs, proprietary contracts) are shared using our encrypted client portal we never use unsecured email for financial data.

Data Integrity

Your financial records and proprietary business information are covered by strict Professional Confidentiality. We never share your data without your explicit, written consent.

ClearBooks Onboarding Checklist

1. Submit intake form (business info, EIN, tech stack)
2. Connect bank feeds (QBO or manual)
3. Upload receipts (via app, email, or desktop)
4. Review vendor list (merge duplicates, add contractors)
5. Confirm payee details for expenses
6. Approve first categorization report
7. Set recurring transactions (if applicable)
8. Review Protocol setup (optional)
9. Schedule first monthly review call

Next steps

1

The Formal Start

Sign the Engagement Letter (E-Signature required). This formalizes our partnership and protects both of us.

Today

2

Secure Intake

Complete the Client Intake Form and securely upload all required initial documents (EIN, bank details, etc.) to your portal.

24 hours

3

Schedule Kickoff

Book your Week 1 Kickoff Call with Carlos and Silvia to review your tech stack and confirm your custom service module.

2 | 3 days

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THANK YOU

LET'S BUILD SOMETHING GREAT TOGETHER

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