



## Bookkeeping Fee Schedule

### Basic Bookkeeping

<b>1 Checking Account + 1 Credit Card</b>	\$100/Month	Basic monthly reporting on all income and expenses, access to cloud software for information and tracking. Set up fee of \$75/hour for data entry after January start up.
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### Payroll

<b>Base rate + per payment charge</b>	\$125/Month + \$2 per payment	Includes Checks or Direct Deposit for 1099 or W2 Employees, Email or paper check stubs, Quarterly and Annual Tax Filings, Annual W2's and 1099's. Delivery charges may apply.
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### Virtual Office

<b>Base rate + per incident charge</b>	\$50/Month + \$20 per incident	If you work out of your home, use us as your employees' or customers' drop off and pick up location or information center. (Monthly fee waived if you are a bookkeeping or payroll client.)
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### Billing

<b>Based on the number of Invoices and line items per month</b>	Ask for Quote	Quote will include access to cloud software to see billing and collection progress (tied to monthly bookkeeping through your checking account.) Includes aged trial balances for collection issues.
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### Bill Paying

<b>Based on Volume</b>	Ask for Quote	Quote will include access to cloud software to see payment progress (tied to monthly bookkeeping through your checking account.)
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