

Small Business Bookkeeping Solutions

Monthly or Quarterly Services:	Basic	Standard	Premium
<u>General Bookkeeping</u>			
Enter Checks & Deposits	√	√	√
Enter Bills into Accounts Payable		√	√
Pay Bills via Check or Online Bill-Pay			√
Enter Transactions into Accounts Receivable		√	√
Create Customer Invoices & Statements			√
<u>Period-End Bookkeeping</u>			
Bank Account Reconciliations	√	√	√
General Ledger Balance Review		√	√
Adjusting Journal Entries		√	√
Monthly Financial Reports & Analysis			√
Discounted Transaction Support (\$50 / hr)		√	
Unlimited Transaction Support (M-F 10-4)			√
One Time Services:	Basic	Standard	Premium
<u>Software Setup</u>			
System Design / Customization	√	√	√
Training (1-2 hours)*		√	√
Training Refresh (1-2 hours)			√
<u>QuickBooks Refresh</u>			
General Ledger Transaction Review	√	√	√
Adjusting Journal Entries	√	√	√
Common Error Tutorial		√	√
Business Coaching Session (1 hour)			√
Additional Services & Fees:			
New Bookkeeping Client Startup Fee			QuickBooks Non-Online User Fee
Industry Specific Customization			Excessive Transaction Fee
Non-Software Consulting			On Site Fee

*Training includes a walk through of 1 month's cycle of transactions.
(entering checks, deposits, bills, invoices, and bank reconciliations)

NOTE: Our bookkeeping packages are not limited to the above combinations. We would be happy to create a package that fits your company's individual bookkeeping needs.

CONTACT AMANDA FOR A BOOKKEEPING PRICE PROPOSAL TODAY!