

The Balancing Act

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BOOKKEEPING PACKAGES

Basic Package - \$75/month

Up to 2 accounts
Up to 25 transactions
1 Custom Add-on
Annual Meeting

Company Package - \$225/month

Up to 4 accounts
Up to 125 transactions
3 Custom add-ons
Semi-Annual Meeting

Business Package - \$150/month

Up to 3 accounts
Up to 75 transactions
2 Custom add-ons
Annual Meeting

Establishment Package - \$300/month

Up to 5 accounts
Up to 175 transactions
4 Custom add-ons
Semi-Annual Meeting

Custom Packages available

BOOKKEEPING SERVICES

What you can expect from us:

- Your books will be up to date and finished on time every time
- We ensure accuracy for your books and peace of mind for you
- We will maintain tax compliancy
- Any questions you may have, please ask
- As bookkeeping needs evolve, we will continue to work with you and incorporate these changes

Definitions:

- Accounts – This includes all Bank, Credit Card and PayPal accounts
- Transactions – Number of checks, deposits, credit card, journal entries, bills, and invoices

Bookkeeping Custom Add-Ons:

- Payroll Reconciliation
- Tracking Revenue Stream
- (1099) Vendor Reporting – 1099 Forms
- Accounting for loans, leases, or lines of credit
- Sales Tax Reports
- Annual Reports such as 571-L or City License
- Job Cost / Class Accounting

Bookkeeping Extra Fees:

- Postage
- Additional Copies of Statements