



Billing Structure

2022

Bronze Bookkeeping Suite

- Total Transaction Volume 1-50
- Monthly Fee \$200
- Up to 5 accounts, \$15 each additional

Silver Bookkeeping Suite

- Total Transaction Volume 51-125
- Monthly Fee \$375
- Up to 5 accounts, \$15 each additional

Gold Bookkeeping Suite

- Total Transaction Volume 126-250
- Monthly Fee \$650
- Up to 5 accounts , \$15 each additional

Monthly Service Fee Includes:

- Downloading (Bank and Credit Card statements and up to 10 check copies and 10 deposit details)**
- Coding/Categorizing transactions
- Processing data into QuickBooks
- Reconciling/matching transactions to statements
- Reviewing transaction categories for accuracy
- Running QuickBooks reports
- Maintaining Vendor List
- **Please note if “QBO, CSV or IIF” files not available for download, suites are subject to Non-Import Fee” per suite level

*Every 10 additional check copies OR 10 deposit details copies is \$15

Additional Fees

1-Hour Initial Consultation	Free
Each Additional Hour	\$65
QuickBooks File Creation	\$180
Each Additional Entity	\$90
Annual Set-up/Admin Fee	\$35 per year
Physical Bookkeeping File System	\$95 per year
Downloading additional 10 check copies or 10 deposit copies	\$15 per 10 Copies

A La Carte Items

Meeting	\$65 per hour
On-site Bookkeeping Visit Trip Fee	\$25 per visit
Training	\$75 per hour- 2 hour min
Contract Labor Setup and Maintenance	\$25 per month
Chart of Accounts Editing	\$55 per hour
Employee Set up and Maintenance	\$25 per person
Organizing Client Documents	\$55 per hour

Additional Monthly Services

	Bronze	Silver	Gold
Invoicing/ Accounts Receivable	\$45	\$90	\$135
Accounts Payable	\$45	\$90	\$135
Additional Reporting Requirements	\$45	\$90	\$135
Non-Import Fee	\$ 45	\$82.50	\$165

Corresponds with Bookkeeping suite levels

Monthly Subscriptions

	Retail Price	Discount	Grunt Works Discounted Price
QuickBooks Online* <ul style="list-style-type: none"> • Simple Start • Essentials • Plus • Advanced 	<ul style="list-style-type: none"> • \$25.00 • \$55.00 • \$85.00 • \$200.00 	<ul style="list-style-type: none"> • 0.00 none available • (\$8.25) • (\$12.75) • (\$30.00) 	<ul style="list-style-type: none"> • \$25.00 • \$46.75 • \$72.25 • \$170.00
Prices before Sales Tax			Prices before Sales Tax
**Sales Tax Rate is 8.25%			