



Billing Structure

2017

Bronze Bookkeeping Suite

- Total Transaction Volume 1-50
- Monthly Fee \$125
- Up to 5 accounts, \$15 each additional

Silver Bookkeeping Suite

- Total Transaction Volume 51-125
- Monthly Fee \$275
- Up to 5 accounts, \$30 each additional

Gold Bookkeeping Suite

- Total Transaction Volume 126-250
- Monthly Fee \$550
- Up to 5 accounts , \$45 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	\$27.50 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	\$65 per hour- 2 hour min
Contract Labor Setup and Maintenance	\$ 25 per month
Chart of Accounts Editing	\$55 per person
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 <p>Prices before Sales Tax</p>	<ul style="list-style-type: none"> • \$12.95 • \$29.95 • \$39.95 <p>Prices before Sales Tax</p>	<ul style="list-style-type: none"> • 0.00 none available • (\$10.48) • (\$13.98) 	<ul style="list-style-type: none"> • \$12.95 • \$19.47 • \$25.97 <p>Prices before Sales Tax</p>
QuickBooks Online Payroll* <p>Prices before Sales Tax</p>	<ul style="list-style-type: none"> • \$51.95 <p>Prices before Sales Tax</p>	<ul style="list-style-type: none"> • (\$18.85) 	<ul style="list-style-type: none"> • \$33.77 <p>Prices before Sales Tax</p>
Employee Surcharge Per employee per check	<ul style="list-style-type: none"> • \$2 	<ul style="list-style-type: none"> • \$2 	<ul style="list-style-type: none"> • \$2
Remote Desktop Access, per user	<ul style="list-style-type: none"> • \$45 	<ul style="list-style-type: none"> • \$45 	<ul style="list-style-type: none"> • \$45

Payroll Services

	Bronze (1-5 employees)	Silver (6-10 employees)	Gold (10-20 employees)
Monthly Fee –N/A with QuickBooks Online Payroll Subscription	\$20	\$20	\$20
Payroll Processing			
• Weekly	• \$110	• \$120	• \$130.00
• Bi-Weekly	• \$96.25	• \$106.25	• \$116.25
• Semi-Monthly	• \$96.25	• \$106.25	• \$116.25
• Monthly, Quarterly, Semi-Annually, or Annually	• \$41.25	• \$51.25	• \$61.25
Quarterly Payroll Tax Filings			
• State Unemployment	• \$60	• \$60	• \$90
• Form 941 Quarterly Report	• \$45	• \$45	• \$45
Annual Form 940	• \$30	• \$30	• \$30
W2's	\$7.50 per employee	\$7.50 per employee	\$7.50 per employee
1099 Misc	\$7.50 per contractor	\$7.50 per contractor	\$7.50 per contractor
New Employee or Contractor Check list	\$25 per person	\$25 per person	\$25 per person