

BOOK 21 KEEPING



HERE'S ALL YOU GET!

Starts At⇒

	NEW HORIZONS \$1300	VOYAGER \$750	EXPLORER \$350
Posting all business transactions	★	★	★
Completing monthly bank reconciliations	★	★	★
Posting cash receipts	★	★	★
Posting credit card transactions & reconciliations	★	★	★
Monthly Receivables & Payables reconciliations	★	★	★
Posting payroll journals	★	★	★
Maximizing your tax deductions	★	★	★
Basic management reporting every quarter	★	★	★
Expense monitoring & advice	★	★	
Precision accounting w/ accruals & prepayments	★	★	
Full management reporting every month	★	★	
1099 review & filing (add'l fee for forms)	★	★	
Completion of Sales Tax Returns & filings	★	★	
Accounts payable review & reporting	★		
Accounts receivable review & reporting	★		
Year -end financial review	★	★	★
Weekly reports on key numbers	★		
Quarterly online (virtual) biz review meeting	★	★	
Communications with CPA	★	★	★

Technology Services

QuickBooks Online Plus Subscription	★	★	
HubDoc Receipt Bank (Receipt capture software)	★	★	
QuickBooks Online Payroll (new accounts only)	★	★	
One Efficiency APP (ex. Bill Pay) (new accts only)	★		

***All packages require pre-paid, one-time setup or cleanup and adjustments cost to bring data up-to-date and assure accuracy*



Profit First Services	NEW HORIZONS \$1300	VOYAGER \$750	EXPLORER \$350
Introduction of Profit First - Free Book	★		
Profit First Core Chapters	★	★	★
Profit First Instant Assessment (snapshot)	★	★	★
Profit First Business Appraisal & Blueprint	★	★	
Kick-Off Meeting & Launch	★	★	
Access to Profit University On-line	★		
30-day check in	★		
Monthly Financial Review	★		
Monthly Profit Review & Strategy Assessment	★		
Quarterly Profit Review & Strategy Assessment	★	★	
Monthly Strategy Meeting - Goal Setting for Targets	★		
Quarterly Strategic Meetings	★	★	
In-depth Profit First expense analysis	★		
Perform 10/25 allocation	★		
Assistance with 10/25 allocation	★	★	
Year-end Profit Review - Financials & Profit Assessment	★	★	
New Year Profit Assessment & Goal Planning	★		

Support Services

Secure Document Storage	★	★	★
Unlimited phone support	★		
Unlimited email & text support	★	★	★
Response Time	Within 24 business hours	Within 48 - 72 business hours	Within 5 Business Days
Monthly Close Date (pending receipt of all docs)	By the 10th of the following month	By the 20th of the following month	By the 30th of the following month
Special Projects: ex. Biz Plan	Up to 5 hrs/year, then \$100hr	Optional Fee	Optional Fee