



\$295 BRONZE PACKAGE

Up to 3 Accounts
Monthly Bookkeeping & Financial Reporting

PROVIDED SERVICES

For Clients who have ALREADY SET UP THEIR QUICKBOOKS ONLINE FILE AND ARE UP TO DATE.

If you do **not** already have a QuickBooks Online file, then the additional one time charge of **\$195** will be added for your company file set up for up to 3 months.

If you need additional bookkeeping done for beyond 3 months, then an additional charge of \$50 for each additional month should be purchased as well.

Purchase of a Silver, Gold, or Platinum package waive this initial startup fee as they include the company file set up charge and up to a years' worth of bookkeeping clean up if client signs up for one of those packages.

- ✓ Included Monthly QuickBooks Online Plus Subscription
- ✓ Included Monthly HubDoc subscription. You MUST be able to connect your bank statements to this program monthly. If your bank does not connect, **YOU MUST UPLOAD STATEMENTS MANUALLY TO HUBDOC.** Monthly work will **WAIT** until **YOU** upload your Statements and any CHECK images needed to HubDoc.
- ✓ 2 Hours of Remote Phone & GoToMeeting Screen Share Support (must be scheduled by client on Company Calendar Scheduling tool)
- ✓ Monthly Reconciliation of up to 3 Bank, Credit Card, & PayPal Statements (additional Bank or Credit Card accounts for \$50 per month for each additional account)
- ✓ Monthly Categorization of up to 150 Transactions per month (handled once a month)
- ✓ Monthly Uploaded Receipt & Check Posting of UP TO 20 DOCUMENTS per month collected in HubDoc (Handled once a month)

FINANCIAL REPORTING

- ✓ Monthly Emailed Financials Reporting:
 - -Profit & Loss Summary & Detail Reports
 - -Balance Sheet Summary & Detail Reports
 - -Bank & CC Transaction Details
 - -UnCategorized Income & Expenses Report (to update)