



\$495 Silver PACKAGE

Up to 5 Accounts

Monthly Bookkeeping with Bill Pay, Payroll, & Time Tracking

PROVIDED SERVICES

- ✓ INCLUDES INITIAL QUICKBOOKS FILE SET UP (a \$195 value!!)
- ✓ Up to 5 Bank or Credit Card Accounts (with an average of 300 transactions per month)
- ✓ Included QuickBooks Online Plus Subscription (\$50 per month value)
- ✓ Included QuickBooks Full Service Payroll Subscription (\$100 + \$2 per employee up to 10 employees)
- ✓ You enter your time yourself & QuickBooks handles the rest
- ✓ Included HubDoc Online Account (\$20 per month value)
- ✓ 1 Hour per week (4 hours total per month) of Remote Phone & GoToMeeting Support (\$240 value)
- ✓ Monthly Reconciliation of all Bank, Credit Card, & PayPal Statements (\$100 value)
- ✓ Monthly Categorization of all Transactions (\$100 value)
- ✓ Monthly Receipt Posting of up to 40 receipts, checks, bills, and deposits collected in HubDoc (\$200 value)
- ✓ FREE QuickBooks Online Bill Pay Subscription (\$15 per month value)
- ✓ Once a Monthly Online Bill Pay Scheduling Assistance (\$200 value)

FINANCIAL REPORTING

- ✓ Monthly Emailed Financials Reporting:
 - -Profit & Loss Summary & Details
 - -Balance Sheet Summary & Details
 - -Bank and CC Transaction Details
 - -Accounts Payable Aging Summary & Details
 - -Uncategorized Transactions Report (to update)
 - -Automated Payroll Reminders, Direct Deposits, and Summary Reports
 - -Automated Payroll Tax Payments & Payroll Tax Filings