



A Bigger Bottom Line LLC

\$995 GOLD PACKAGE

Unlimited Weekly Bookkeeping Package Weekly Bookkeeping with Bill Pay, Payroll, & Time Tracking

PROVIDED SERVICES

- ✓ Bookkeeping performed weekly
- ✓ Unlimited Bank or Credit Card Accounts (with an average of 400 transactions per month)
- ✓ Included QuickBooks Online Plus Subscription (\$70 per month value)
- ✓ Included HubDoc Online Account (\$20 per month value)
- ✓ Included QuickBooks Online Bill Pay (\$9.99 value plus \$1.49 per check transaction and \$0.49 per ACH, all included)
- ✓ Included QuickBooks Full Service Payroll (\$100 plus \$2 per employee up to 10 employees) You enter your own time either via QuickBooks or T-Sheets
- ✓ Included T-Sheets TimeTracking Account for Employee and Vendor Time Tracking (\$50 value)
- ✓ 6 Hours of Remote Phone & GoToMeeting Support (\$600 value)
- ✓ Monthly Reconciliation of all Bank, Credit Card, & PayPal Statements (\$100 value)
- ✓ Weekly Categorization of all Transactions (\$200 value)
- ✓ Weekly Receipts, Checks, Bills, and Deposits Posting of all receipts collected in HubDoc (\$300 value)
- ✓ Weekly Bill Pay Approval Emailed Reports via Bill Pay

FINANCIAL REPORTING

- ✓ Weekly Emailed Financial Reporting including:
 - -Accounts Receivable Aging
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 - -Open Invoices by Customer Detail
 - -Accounts Payable Aging
 - -Unpaid Bills Detail
 - -Bank & CC Transaction Details
 - -Uncategorized Transactions Report
 - -Automated Weekly Report of logged Time (from T-Sheets)
 - -T-Sheets Time Approval Reminder (to do in QuickBooks)
 - -Automated TimeCard Report Reminders from QuickBooks (for this weeks payroll)
 - -Automated Paycheck Payments and Emails
 - -Automated Tax Payments and Emails
 - -Automated Employee Paystubs & W2's sent to ViewMyPaycheck for Employees

- ✓ Monthly Emailed Financials Reporting:
 - -Profit & Loss Summary and Detail
 - -Balance Sheet Summary and Detail
 - -Uncategorized Transactions For Your Review (and update)
 - -AR Aging Summary & Detail
 - -AP Aging Summary & Detail
 - -Sales by Item Report
 - -Automated Payroll Tax Payments and Filings Emails

- ✓ Quarterly Reporting
 - -Payroll Tax Quarterly E-Filing and Reporting for Federal & State (one State)
 - -Quarterly Sales Reporting
 - -Quarterly Sales Tax Reporting

- ✓ Annual Reporting
 - -Annual Financials Reports (same as monthly & quarterly reports but with year date range)
 - -W2 Filing and Sending and all year end Payroll Reporting
 - -W9 Collecting and 1099 filing for your contractors
 - -Help your CPA with Year End tax Filing

**Consider this, most in house Bookkeepers are paid between \$2,000 to \$4,000 dollars per month, to perform the same work.*

