



# Tax & Accounting Services

Contact Us: 844-552-7100 Ext 2

	Essential Bookkeeping - \$600/monthly	Standard Bookkeeping - \$850/monthly	Premium Bookkeeping - \$1,000/monthly
Monthly Review of Transactions	✓		
Bank Statement Reconciliation	✓	✓	✓
Confirm Payroll and Payroll Taxes	✓	✓	
Confirm Sales Taxes	✓	✓	
Make Adjusting Journal Entries	✓	✓	✓
Run Financial Reports for Tax Prep	✓	✓	✓
Weekly Review of Transactions		✓	✓
Make Journal Entries		✓	✓
Code Transactions			✓
Submit Payroll and Payroll Taxes			✓
Prepare Sales Taxes			✓
Prepare Invoices to Clients			✓
Prepare Payments to Vendors			✓

Set Up Fee - \$250  
 - Initial set up of Quickbooks/Payroll/Sales Tax

Tax Return Preparation -  
 - Individual- starting at \$175 for W2, price increases with complexity and add schedules.  
 - Business- CPA hourly rate of \$300 an hour with one hour minimum