



506 S Spring Street, Unit 13534 Los Angeles, CA 90013

Fee Schedule

Assistant Bookkeeper	\$35/hour
Jr. Bookkeeper	\$45/hour
Sr. Bookkeeper	\$55/hour

Rates Include Following Services (Note: Customized pricing available for each service):

- Full Charge Bookkeeping
- Accounts Receivable (A/R)(includes invoicing and entering payments from customers)
- Accounts Payable (A/P)(includes entering bills, bill payments, and issuing or preparing checks)
- General Ledger (Journal Entries and/or Adjustments)
- Bank Reconciliation
- Credit Card Reconciliation
- Monthly & Annual Budgeting
- Payroll Coordination
- Non-Audited Financial Reports (Monthly, Quarterly, and/or Annually)
- Income Statement (Profit & Loss Statement)
- Balance Sheet

Payroll Services

- Online Payroll (Service Contracted Client Rate)
- Additional per employee charge
- Payroll Services initial set-up fee
- Annual Payroll Tax filing fee
- Online Payroll (Non-Service Contracted Client)
- Basic, Enhanced, Full-Service

Other Services

- Set-up or Clean9up QuickBooks®
- Inventory Accounting Customized QuickBooks® form templates (i.e. Estimates, Invoices, Statements, or Sales Receipts)
- Customized QuickBooks® reports
- Financial Analysis
- Software set-up (installation), upgrade, and/or removal
- QuickBooks® Online Account set-up
- QuickBooks® Online
 - Simple Start, Essentials, Plus
- Mileage Rate 20+ miles*

Tax Services

Quarterly Payroll Tax Filings (941, DE9, DE9C, Annual 940, Annual W2/W3)

W2's (Year end processing) Current Clients only

1099's9 Set9up & 5 forms; 1096 inc. (Year end processing)

Additional forms

Additional forms with mailing

Sales & Use Tax Returns 1040

Tax Returns (W2's and/or stated income only)

*100 transaction takes on average, 4 hours