

TOP MARKS ACCOUNTING PRICE SHEET

2020

BOOKKEEPING SERVICES

Services Included:

- ❖ Sales Journal Entries/Invoicing
- ❖ Accounts Receivables/Payables (bill pay available for additional fee)
- ❖ Inventory Journal Entries (monthly)
- ❖ Payroll Journal Entries (payroll processing available for additional fee)
- ❖ Misc Journal Entries (ie accruals, adjusting entries, depreciation, etc)
- ❖ Sales Tax Filings/Payments
- ❖ Account Reconciliation (up to 8 accounts)
- ❖ Financial Reporting (monthly profit & loss, balance sheet, KPIs)

STARTER

Bookkeeping for businesses with monthly expenses under \$25k

**transaction volume not to exceed 100/ mo*

From:

\$750/mo

MID-LEVEL

Bookkeeping for businesses with monthly expenses under \$50k

**transaction volume not to exceed 250/ mo*

From:

\$1250/mo

EXECUTIVE

Bookkeeping for businesses with monthly expenses over \$50k

**transaction volume over 250/ mo*

From:

\$1750/mo

**Transaction Volume example: a vendor's invoice to you which you need to pay would be reflected as 2 transactions: 1 for posting the bill, and 1 for producing a corresponding payment. The transaction volume helps us gauge the amount of hours needed to manage your bookkeeping.*

Payroll services not included in starting prices. Additional setup fees not included.

All potential clients will receive a custom quote based on their business needs and volume.

NEW COMPANY SETUP

Additional Services (pricing available upon request):

- ❖ QuickBooks Online Setup
- ❖ Chart of Accounts Setup
- ❖ Entity Formation
- ❖ EIN Application
- ❖ State Business Registration
- ❖ County & City Licensing
- ❖ DOR Account Registration
- ❖ DBA Filing
- ❖ Website Domain Setup
- ❖ Website Design
- ❖ HR Materials
- ❖ Marketing Materials
- ❖ Consulting