



New Bookkeeping Client info Sheet

Set up Rates/Requirements:

- One **time Set-Up Fee \$175.00** includes set up and entering your first month's activity.
- **Monthly Rate: \$250-\$750.00 per month** depending on entity set up and size.
- You will be billed monthly for work done the previous month; payment is drafted from an account or card each month on the 1st business day.
- You will receive (monthly or Qtrly) summary reports or as required.
- We use Xero online accounting Software, or your QuickBooks if you have a licensed (Supported), or online version.
- A Flat rate applies for extra services (see our pricing sheet).
- We require all receipts be uploaded to our client portal weekly/monthly No exceptions

Required each month:

- End of month Bank statement(s) (you should have an account strictly for your business (not so for Sole-Proprietors, though it is easier to track your business only expenses if you go this route) – if you just want us to track income and expenses, with no Balance Sheets, providing this info is not necessary.
- All cash and bank (bus. Credit, debit, etc.) receipts and/or statements
- Depreciation info if applicable – ie. Bus. Equipment, auto or other fixed assets purchased for the business.
- Prior year's Tax return (if you plan on using us to file taxes)
- Name and contact info of your CPA or tax preparer (if We will not be filing your tax return)

Just remember, ALL receipts must be uploaded consistently. For any Meal/Entertainment receipts you will need to justify why you are using them (taking out a client, employee lunch, etc.)

If you are unsure whether you can use them for your business or not, upload them anyway, or give us a call!

Tell us a little about you:

Business Name: _____ DBA: _____

Business Address: _____

City: _____ Zip: _____

