



## Bookkeeping Fee Schedule

Thank you for considering Quiktax Services, Inc. for your accounting needs. We are a small business, operating for over 24 years and it is our goal to ensure fellow small businesses succeed.

Our service options are listed below to assist in finding what works best for you and your company.

We hope to partner with you and for you to join our community of small businesses.

### Bookkeeping Service Offerings

1. **Weekly Bookkeeping...starting at *\$150/week***
  - a. **Manage Accounts Payable** (entering in & paying bills)
  - b. **Manage Accounts Receivable** (submitting invoices, receiving payments)
  - c. **Managing Payroll** (submitting employee pay)
  - d. **Weekly Reconciliation** of Accounts (Bank, Credit Cards & Loans)
  - e. **Ensure Accurate Allocations** (income & expenses properly captured & allocated)
  - f. **Provide Financial Reports** (Profit & Loss, Balance Sheet etc.)
2. **Monthly Bookkeeping ...starting at *\$250/month***
  - a. **Monthly Reconciliation** of Accounts (Bank, Credit Cards & Loans)
  - b. **Ensure Accurate Allocations** (income & expenses properly captured & allocated)
  - c. **Provide Financial Reports** (Profit & Loss, Balance Sheet etc.)
3. **Quarterly Bookkeeping ...starting at *\$650/quarter***
  - a. **Monthly Reconciliation** of Accounts (Bank, Credit Cards & Loans)
  - b. **Ensure Accurate Allocations** (income & expenses properly captured & allocated)
  - c. **Provide Financial Reports** (Profit & Loss, Balance Sheet etc.)
4. **Annually Bookkeeping ...starting at *\$1,800/year***
  - a. **Monthly Reconciliation** of Accounts (Bank, Credit Cards & Loans)



- b. **Ensure Accurate Allocations** (income & expenses properly captured & allocated)
- c. **Provide Financial Reports** (Profit & Loss, Balance Sheet etc.)