

*** Sample Company (SC)**

Service Packages

888.800.0000 | info@samplecompany.com

	FUNDAMENTAL	ESSENTIAL	INTEGRAL
Administration	<ul style="list-style-type: none"> - One time account set up price \$99 - Office Supplies (postage extra) 	<ul style="list-style-type: none"> - QuickBooks Online Wholesale Subscription - One time account set up price \$99 - Office Supplies (postage extra) 	<ul style="list-style-type: none"> - QuickBooks Online Wholesale Subscription - One time account set up price \$99 - Office Supplies (postage extra) - Liase with Government Bodies
Accounts Receivable	<ul style="list-style-type: none"> - Customer prepares invoicing - SC records sales & HST - SC reconciles deposits 	<ul style="list-style-type: none"> - Customer prepares invoicing - SC records sales & HST - SC reconciles deposits 	<ul style="list-style-type: none"> - SC prepares invoicing (optional) - SC records sales & HST - SC reconciles deposits
Accounts Payable	<ul style="list-style-type: none"> - Customer pays invoices (cheques) - SC records expenses & HST - SC reconciles payments 	<ul style="list-style-type: none"> - SC pays invoices (optional) - SC records expenses & HST - SC reconciles payments 	<ul style="list-style-type: none"> - SC pays invoices (optional) - SC records expenses & HST - SC reconciles payments
Cash & Credit Card Receipts	<ul style="list-style-type: none"> - Customer sorts receipts into categories - SC records expenses & HST 	<ul style="list-style-type: none"> - SC sorts receipts into categories - SC records expenses & HST 	<ul style="list-style-type: none"> - SC sorts receipts into categories - SC records expenses & HST
Reconciliation	<ul style="list-style-type: none"> - Bank Account 	<ul style="list-style-type: none"> - Bank Account 	<ul style="list-style-type: none"> - Bank Account
Government Remittances and Filing	<ul style="list-style-type: none"> - HST Return 	<ul style="list-style-type: none"> - HST Return - Source Deductions 	<ul style="list-style-type: none"> - HST Return - Source Deductions
Financial Reporting	<ul style="list-style-type: none"> - Financial Statements as required - Balance sheets - Income statements - Annual financial review 	<ul style="list-style-type: none"> - Quarterly Financial Statements - Balance sheets - Income statements - Quarterly financial review - Annual financial review 	<ul style="list-style-type: none"> - Monthly Financial Statements - Balance Sheets - Income Statements - Quarterly financial review - Annual financial review - Budget - Comparative
Support & Communication	<ul style="list-style-type: none"> - Unlimited business hour access 	<ul style="list-style-type: none"> - Unlimited business hour access 	<ul style="list-style-type: none"> - Unlimited business hour access
Service Guarantee	<ul style="list-style-type: none"> - 100% 	<ul style="list-style-type: none"> - 100% 	<ul style="list-style-type: none"> - 100%
Storage	<ul style="list-style-type: none"> - Storage of the files to completion of fiscal year - \$15.00 per box monthly charge for storage of files past year end 	<ul style="list-style-type: none"> - Storage of the files to completion of fiscal year - \$15.00 per box monthly charge for storage of files past year end 	<ul style="list-style-type: none"> - Storage of the files to completion of fiscal year - \$15.00 per box monthly charge for storage of files past year end
Service Location and File Transfer	<ul style="list-style-type: none"> - Our Location - CUSTOMER to drop off/transfer files - Dropbox set up 	<ul style="list-style-type: none"> - Our Location - CUSTOMER to drop off/transfer files - Dropbox set up 	<ul style="list-style-type: none"> - Our Location - CUSTOMER to drop off/transfer files - Dropbox set up
Payroll		<ul style="list-style-type: none"> - One time set up price \$49 - Prepare pay stubs - ROE's - web ROE - Annual T4's and Summary 	<ul style="list-style-type: none"> - One time set up price \$148 - Prepare pay stubs - ROE's - web ROE - Annual T4's and Summary
Year End and Taxes	<ul style="list-style-type: none"> - Year end preparation - Customer provides back up and documents to Accountant 	<ul style="list-style-type: none"> - Year end preparation - Liaison with Accountant - Customer provides back up and documents to Accountant 	<ul style="list-style-type: none"> - Year end preparation - Liaison with Accountant - SC provides back up and documents to Accountant
EFT Services		<ul style="list-style-type: none"> - Vendor EFT payments - Government remittances 	<ul style="list-style-type: none"> - Vendor EFT payments - Government remittances - Payroll direct deposit service
Training and Development		<ul style="list-style-type: none"> - Join us monthly for our complimentary Lunch & Learns (Sept. - Jun.) 	<ul style="list-style-type: none"> - Join us monthly for our complimentary Lunch & Learns (Sept. - Jun.)

(Please select a package)
 Signature and Date _____
 Price Valid until May 1st, 2015
