

	Monthly Service Packages			
	Starter	Essential	Growth	Deluxe
*Not businesses fall between the Essential Roots and Growing Trunk Price Model	Acorn Funding (for the micro start-up)	Essential Roots (for the new business owner/entrepreneur)	Growing Trunk (for the growing small business)	Growing Canopy (for the established small business)
REMOTE PRICING Using QuickBooks Online Product*	\$150.00/month and up	\$350.00/month and up	\$450.00/month and up	\$1,100.00/month and up
Client Entry Review, Adjustments, Missing Entries Note: A transaction is one check, one credit card charge, one customer invoice, one vendor bill, one deposit, one customer payment, or one cash expense.	X (up to 35 Transactions)	X (up to 70 Transactions)	X (up to 80 Transactions)	X (up to 150 Transactions)
Bank Account Reconciliation	X (1 Checking account and 1 Savings account)	X (1 Checking and 1 Savings account)	X (up to 2 Checking, 1 Savings and 1 PayPal account)	X (up to 2 Checking, 1 Savings and 1 PayPal account)
Prepare monthly Balance Sheet and Profit & Loss statement	Quarterly Instead of Monthly	X	X	X
Meeting with client once per month in office or by phone conference to review financials.				
Email and phone support	Email & Phone Support Only	X	X	X
Credit Card Account Reconciliation	-	X (1 credit card account)	X (up to 3 credit card accounts)	X (up to 5 credit card accounts)
Reconciling & Paying State Sales Tax	-	-	X	X
Entering principal and interest for any loan payments	-	-	X	X
Updating industry specific reports as requested by the client	-	-	X	X
Entering customer invoices	-	-	-	X
Entering customer payments and deposits	-	-	-	X
Entering vendor bills	-	-	-	X
Process vendor payments utilizing online banking	-	-	-	X
Reviewing A/R for overdue accounts and emailing of report, if needed	-	-	X	X
Reviewing A/P aging statements for any past due bills	-	-	-	X
Consulting with client regarding cost savings and revenue opportunities within client's business	-	-	-	X
Year-End Tax Package	-	X	X	X
Setup and monitoring - Preparing any required 1099s (up to 25 contractors)	-	X	X	X
Preparation of yearly 1096 transmittal	-	X	X	X
Preparing Annual Tax package for your tax CPA, including Profit & Loss, Balance Sheet and General Ledger, copy of your December bank statement and reconciliation report, and copies of invoices for any fixed asset purchases	X	X	X	X

ADD QuickBooks Online Product Monthly

QuickBooks Online (Essentials) + \$26.95 ^{27.95}
Per Month

(Up to 3 simultaneous users. May work for some businesses, please ask for details)

OR

QuickBooks Online (Plus) + \$39.95
Per Month

(Up to 5 simultaneous users, Inventory, 1099, Purchase Orders, etc.)

QuickBooks Online Accounting Setup \$395.00
(1 time fee)

(For new or existing company)

*All packages are listed at starting prices for Remote Bookkeeping Services using QuickBooks Online Product. Pricing Model shows where most generally fall into for pricing. Prices may vary depending on transaction details and volume. Prices are subject to change without notice.

** Extra Services can be added to any package for an additional charge and agreed upon in advance by Oak Tree Owl Bookkeeping and the client.

*** Payroll Services can be added to any package for an additional charge starting at \$150/month. Payroll will be processed through a 3rd party payroll company.

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Shoe Box Accounting Package literally means to put all your receipts and accounting documentation in a box for later processing. Overtime, the pile in that box becomes overwhelming and then we just don't look at it until we must. The reasons we must might include the IRS knocking on your door, investors wanting to know more, necessity of outside funding, or simply just too much to handle anymore.

The Tax Center would love to take your box of receipts, bank statements, and other documentation and help you organize that into functioning financial statements within Quickbooks that you can use to prepare your tax return, provide to investors, or simply to manage your business better.

We will work with you and your schedule to pull everything together. The desire is to do this in a manner that empowers and relieves your stress.

Our Shoe Box Accounting Package is provided at an hourly cost of \$50 per hour