



Book keeping services to be provided by SBS Small Biz Solutions

Please check all that apply.

_____ \$50.00/month **Basic book keeping (2 accounts)**

Basic book keeping is two accounts (bank, credit card, or merchant account) with less than 100 transactions/month, with one set of books that include one business structure within. Monthly reconciliation of books to bank and proper account management within the Recipient books.

_____ List additional number of accounts to be monitored.

_____ List number of single accounts with over 100 transactions/month.

For each additional bank, credit card, or merchant account to be monitored and updated merging with the books on a monthly basis there will be an additional \$20.00/month charge for each additional account.

Any single accounts that have more than 100 but less than 300 transactions/month, will have a \$25/week charge to examine and update within the books on a weekly basis.

_____ \$150/month
Basic Book Keeping (1-4 accounts, less than 100 transactions total), and Federal Quarterly employee tax reporting (3 or less employees)

_____ List number of accounts with over 100 transactions/month.

Any single accounts that have more than 100 but less than 300 transactions/month, will have a \$25/week charge to examine and update within the books on a weekly basis.

_____ \$200/month
Basic Book Keeping (1-4 accounts, less than 100 transactions total), Federal Quarterly employee tax reporting (5 or less employees), monthly reports (P&L, Balance sheet, Cash Flow, Reconciliation)

_____ List number of accounts with over 100 transactions/month.

Any single accounts that have more than 100 but less than 300 transactions/month, will have a \$25/week charge to examine and update within the books on a weekly basis.

_____ \$ 220/month
Basic Book Keeping (1-4 accounts, less than 100 transactions total), Federal Monthly employee tax reporting, monthly reports (P&L, Balance sheet, Cash Flow, Reconciliation)

_____ List number of accounts with over 100 transactions/month.

Any single accounts that have more than 100 but less than 300 transactions/month, will have a \$25/week charge to examine and update within the books on a weekly basis.

