

Service Item Name	Description	Price
Accounting Services		
100	Accounting/Clerical Services	45.00
101	Data Entry	45.00
102	Copies/Reports	35.00
103	Postage	0.00
104	Delivery	0.00
106	Computer Services	175.00
107	Entertainment	0.00
108	Other	0.00
109	General Accounting Work	65.00
110	Planning	95.00
113	Reports	35.00
121	File Maintenance	65.00
122	Bookkeeping Services	65.00
160	Fieldwork / Field Service	75.00
192	Meeting	65.00
193	Correspondence	35.00
201	Internal Control	95.00
300	Checking	50.00
306	Research	175.00
307	Review	125.00
400	Filing & Organization	35.00
402	Monthly Retainer for Accounting Services	300.00
700	Data File Analysis and Repair (QuickBooks files)	395.00
701	Quarterly Analysis of QuickBooks Files	1,180.00
702	1099 Processing Fee.. 1099 preparation & printing	2.25
703	Data File Conversion	595.00
800	Management Advisory Services	150.00
809	On-Site Accounting Software Installation/Setup	65.00
	Basic Setup and Service Package:	
809:809-B	Professional QuickBooks® data file setup on a Windows Pentium computer (setup includes General Ledger, Accounts Receivable, and Accounts Payable).	495.00
	Premium Setup and Service Package:	
809:809-P	Professional QuickBooks® data file setup on a Windows Pentium Computer (setup includes General Ledger, Accounts Receivable, Accounts Payable, Payroll, Sales Tax, Inventory Job Costing, and data file networking).	1,495.00
	Standard Setup and Service Package.	
809:809-S	Professional QuickBooks® data file setup on a Windows Pentium Computer (set up includes General Ledger, Accounts Receivable, Accounts Payable, Payroll and Sales Tax).	795.00
	Standard Setup and Service Package (POS).	
809:809-S (POS)	Professional QuickBooks® Point-Of-Sale data file setup on a Windows Pentium Computer. Includes installation and setup of POS software, full integration with QuickBooks Financial Software.	1,795.00
815	Telephone Support	0.00
815:815-03	Telephone Support - 3 Hours (180 minutes) Annually	360.00
815:815-06	Telephone Support - 6 Hours (360 minutes) Annually	522.00
815:815-10	Telephone Support - 10 Hours (600 minutes) Annually	690.00
815:Per Incident	Telephone Support Per Incident (10 minute minimum)	2.50
Hourly Billing Rate	Hourly Billing Rate	25.00 to 110.00
Income Tax Preparation		
100	Federal Tax Preparation Fees	110.00
102	Federal Miscellaneous Fees and Adjustments	0.00
110	State Tax Preparation Fees	110.00
150	Bookkeeping Services	50.00
200	Electronic Filing Fee	5.00
300	Sales Tax Preparation	45.00
400	Other Tax Return Preparation	110.00
500	Review Prior Year Tax Return	110.00
501	Tax Review	110.00
600	Tax Research	175.00
700	Tax Conference	110.00
900	Federal Return Authorization - Business Returns	27.50
901	State Return Authorization - Business Returns	15.50
902	Federal Return Authorization - Individual Returns	16.50
903	State Return Authorization - Individual Returns	12.50
990	Record Retention and Storage Fee (3 Years)	25.00
Litigation		
301	Court Appearance	200.00
302	Deposition(s)	200.00

Service Item Name	Description	Price
304	Meetings with Attorneys (other than Depositions)	150.00
305	Preparation Time (includes one or more of the following activities: case study, computer time, preparation of reports, research)	150.00
306	Travel Time (per day)	175.00
Miscellaneous Items		
Bad Check Charge	Service charge for returned check	50.00
Mileage Rate	Reimbursed Mileage (at current IRS mileage rate)	0.405
Photocopies	Photocopies Made	0.15
119	Notary Public	5.00
200	Travel	55.00
301	Consulting Services	65.00
Payroll Services		
100	Monthly Service Fee	49.00
101	Employee Processing Fee..Included with the above... Federal and state payroll tax filings.. Automatic federal and state payroll tax deposits	5.00
200	Delivery	0.00
250	Corrected W-2s (W-2c) (\$15.00 minimum)	3.75
300	Payroll Tax Preparation (per pay period)	35.00
301	Payroll Tax Review	125.00
400	Annual W-2/1099 Preparation Service Fee	35.00
401	W-2 Processing Fee	2.25
402	W-2 / 1099 Electronic Filing Fee..W-2s and 1099s are electronically filed to the appropriate government agencies by February 28th.	7.50
QuickBooks Training		
200	On-Site Training -- Half Day (4 Hours)	225.00
210	On-Site Training -- Full Day (8 Hours)	400.00
220	On-Site Training -- Two Days (16 Hours)	750.00
300	On-Site Training (Hourly Billing)	50.00
Word Processing		
100	Document Formatting Services (per document)	35.00
102	Single Spaced Pages Types	6.50
200	General Transcription Services (charged per line)	0.05
500	Printing of PDF File(s) (@ \$2.00/Page)	2.00
600	Résumé Services	200.00
1099 / W-2 Forms and Envelopes		
W-2 / 1099 Forms & Envelopes	W-2 / 1099 Forms & Envelopes	0.00
5100	1096 Forms, Blank (50/Package)	11.65
5100:5100 Single	1096 Forms, Single Sheet	0.35
5110	1099-MISC Copy A (50 Shts/Pkg)	11.65
5110:5110 Single	1099-MISC 2 UP, Copy A, Single Sheet	0.35
5144	1099-MISC 2 UP Forms, (50/Package)	11.65
5144:5144 Single	1099-MISC 2 UP Forms, Single Sheets	0.35
5145	1099-C Forms, Blank (50/Package)	11.65
5200	W-3 Forms, Blank (50/Package)	11.65
5200:5200 Single	W-3 Forms, Single Sheet	0.35
5201	W-2 2 UP Copy A (50 Shts/Pkg)	11.65
5201:5201 Single	W-2 2 UP Copy A, Single Sheets	0.35
5207	W-2 2 UP Forms, Blank (50/Package)	11.65
5207:5207 Single	W-2 2 UP, Copy D -- Employer Copy, Single Sheets	0.35
5209	W-2 4 UP, Blank (50/Package)	11.65
5209:5209 Single	W-2 4 UP, Single Sheets	0.35
5555-1	1099-C Envelopes (100/Package)	43.95
7777-1	1099-MISC Envelopes (100/Package)	44.75
7777-1:7777-1 Single	1099-MISC Envelopes, Single	0.50
9999-1	W-2 4 UP Envelopes (100/Package)	64.50
9999-1:9999-1 Single	W-2 4 UP Envelopes, Single	0.70
Write-Up Work		
Write-Up Work -- Base Rates		
Base Fee 276-300	# of Transactions Fee - 276-300 Transactions	325.00
Base Fee 251-275	# of Transactions Fee - 251-275 Transactions	306.25
Base Fee 226-250	# of Transactions Fee - 226-250 Transactions	287.50
Base Fee 201-225	# of Transactions Fee - 201-225 Transactions	268.75
Base Fee 176-200	# of Transactions Fee - 176-200 Transactions	250.00
Base Fee 151-175	# of Transactions Fee - 151-175 Transactions	231.25
Base Fee 126-150	# of Transactions Fee - 126-150 Transactions	212.50

Service Item Name	Description	Price
Base Fee 101-125	# of Transactions Fee - 101-125 Transactions	193.75
Base Fee 76-100	# of Transactions Fee - 76-100 Transactions	175.00
Base Fee 51-75	# of Transactions Fee - 51-75 Transactions	156.25
Base Fee 36-50	# of Transactions Fee - 36-50 Transactions	150.00
Base Fee 26-35	# of Transactions Fee - 26-35 Transactions	150.00
Base Fee 11-25	# of Transactions Fee - 11-25 Transactions	150.00
Base Fee 1-10	# of Transactions Fee - 1-10 Transactions	150.00
Write-Up Work -- Back Work		
Back Work 276-300	# of Transactions Fee - 276-300 Transactions	295.00
Back Work 251-275	# of Transactions Fee - 251-275 Transactions	278.75
Back Work 226-250	# of Transactions Fee - 226-250 Transactions	262.50
Back Work 201-225	# of Transactions Fee - 201-225 Transactions	246.25
Back Work 176-200	# of Transactions Fee - 176-200 Transactions	230.00
Back Work 151-175	# of Transactions Fee - 151-175 Transactions	213.75
Back Work 126-150	# of Transactions Fee - 126-150 Transactions	197.50
Back Work 101-125	# of Transactions Fee - 101-125 Transactions	181.25
Back Work 76-100	# of Transactions Fee - 76-100 Transactions	165.00
Back Work 51-75	# of Transactions Fee - 51-75 Transactions	148.75
Back Work 36-50	# of Transactions Fee - 36-50 Transactions	132.50
Back Work 26-35	# of Transactions Fee - 26-35 Transactions	127.50
Back Work 11-25	# of Transactions Fee - 11-25 Transactions	127.50
Back Work 1-10	# of Transactions Fee - 1-10 Transactions	127.50
Write-Up Work -- Departments / Second Location		
276-300	# of Transactions Fee - 276-300 Transactions	280.00
251-275	# of Transactions Fee - 251-275 Transactions	265.00
226-250	# of Transactions Fee - 226-250 Transactions	250.00
201-225	# of Transactions Fee - 201-225 Transactions	235.00
176-200	# of Transactions Fee - 176-200 Transactions	220.00
151-175	# of Transactions Fee - 151-175 Transactions	205.00
126-150	# of Transactions Fee - 126-150 Transactions	190.00
101-125	# of Transactions Fee - 101-125 Transactions	175.00
76-100	# of Transactions Fee - 76-100 Transactions	160.00
51-75	# of Transactions Fee - 51-75 Transactions	145.00
36-50	# of Transactions Fee - 36-50 Transactions	130.00
26-35	# of Transactions Fee - 26-35 Transactions	121.00
11-25	# of Transactions Fee - 11-25 Transactions	121.00
1-10	# of Transactions Fee - 1-10 Transactions	121.00
Write-Up Work - Miscellaneous		
Sales Tax Quarterly	Quarterly Sales Tax	52.75
Sales Tax Monthly	Monthly Sales Tax	37.75
Installation Fee	Installation Fee (new accounts)	373.75
Additional Bank Statements	Additional Bank Statements (above 1)	45.25
Bank Deposits	Bank Deposits (above 15)	2.25
Federal Depositor Semimonthly	Semimonthly Federal Depositor	37.75
Federal Depositor - Monthly	Monthly Federal Depositor	22.75
ATF Payroll Processing	After the fact Payroll Processing	10.75
Write-Up Work -- Year End Fee		
276-300	Year End Fee	3,250.00
251-275	Year End Fee	3,062.50
226-250	Year End Fee	2,875.00
201-225	Year End Fee	2,687.50
176-200	Year End Fee	2,500.00
151-175	Year End Fee	2,312.50
126-150	Year End Fee	2,125.00
101-125	Year End Fee	1,937.50
76-100	Year End Fee	1,750.00
51-75	Year End Fee	1,562.50
36-50	Year End Fee	1,362.50
26-35	Year End Fee	1,120.25
11-25	Year End Fee	1,120.25
1-10	Year End Fee	1,120.25