



Oak Tree Owl
BOOKKEEPING

Monthly Service Packages

	Acorn Tending	Essential Roots	Growing Trunk	Crown Canopy
	(for the micro start-up)	(for the new business owner or solopreneur)	(for the growing small business)	(for the established small business)
*Most businesses fall between the Essential Roots and Growing Trunk Price Model				
REMOTE PRICING Using QuickBooks Online Product*	\$150.00/month and up	\$350.00/month and up	\$585.00/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 130 Transactions)	X (Up to 250 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 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)
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*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.