

# BOOKKEEPING SERVICES PRICING MODEL EXPLAINED

Keep on top of your numbers in an efficient, accurate, and timely manner with our bookkeeping packages.

Our service packages are based on a few factors, so check out our guidelines below:

- Average number of transactions per month
- Average number of Accounts Payable invoices to be created per month
- Average number of Sales Invoices and Credit Notes to be created per month
- Average number of Bank Account Transactions to be reconciled per month
- Are you using expense management software? Eg. Dext or Hubdoc
- How frequently would you like us to process your bookkeeping?



## GETTING STARTED:

We'll get you started with Dext or HubDoc, if you aren't already using an expense management tool. These tools are efficient add-on applications for Xero that automatically extract key data from your bills, invoices and receipts. They then publish this information directly into Xero – along with a scan of the attached source document.

Please note - Subscription set-up and ongoing costs are extra.

## DETAILS:

- All prices quoted are GST inclusive
- All prices are for standard engagements based on turnover. Where the required level of service will be higher or more complicated than our standard services, a tailored package and price will be agreed before commencement.

- Monthly Package Agreements are reviewed after 6 months to ensure you are on the right level of package for your business, and annually to include updates to terms and conditions
- Should your business operations alter significantly causing your business to be classified as a different size category, our service agreement will be varied in accordance with the terms and conditions
- An engagement letter will be provided to you with each package and with every additional project where required by the Tax Practitioners Board and Chartered Accountants Australia and New Zealand

## BOOKKEEPING MONTHLY FEES:

- Set up fee equal to one month
- Monthly fees depend on the factors mentioned above and are billed on the first of the month

- For monthly recurring services, the direct debit will occur on the 1st of each month for services provided in the prior month. Out of scope and additional services will be invoiced on the 7th day after the end of the month they are provided.
- We will monitor transaction volumes processed through Xero and Dext/Hubdoc. If your transaction volumes (on average – over 3 months) exceed the included number for your plan, we will increase your plan to the appropriate level. We reserve the right to retrospectively charge this increase for prior months. Any additional charges or changes will be agreed upon in advance.

Reminder:  
Customer invoicing  
and bill payments are  
your responsibility

If you need to get set up with Xero, Dext, Hubdoc or other cloud apps, this will be invoiced as a separate service.

