

Accomplished Accounts

2009 Rates and Conditions

- 2 hours minimum charge per visit for Consulting
- 3 hours minimum charge per visit for Bookkeeping
- If we attend your office (within Melb. Suburbs), travelling time in excess of 20 minutes each way from our office will be charged at a flat rate- \$50.
- If any parking charges are incurred at your premises, they will be added on
- Surcharge of additional 50% per hour for weekends and evenings (after 5pm)
- **Payments may be made by credit card, cheque or direct deposit. Payment is expected at time of visit.**
- All prices subject to change without notice
- **All prices exclude GST**

BOOKKEEPING In-House or on-site

Base Level \$50

Data Entry from source documents
Bank reconciliations
Single Entity
Bookkeeping

Advanced \$65

Multi Entity
Payroll
Financial Reports
End of Year Journals
Quarterly accounts

CONSULTING In-House or on-site

Standard Level Training \$105

Create New File
Train Staff
Initial training on software program and
standard setup
Upgrading software
Consulting
End of Year Journals
BAS Preparation
Check file accuracy

IT Support \$120

Hardware consultations
Installation of new hardware

Data Recovery

System Updates

EXTRAS

Seminars \$60

Once a month

2 hours

Various topics including:
BAS Preparation
Payroll and Superannuation

Help Desk

\$35 per call

\$165 for a 6 month
membership

\$310 for a 12 month
membership

**Data Fresh - Is your file too
big? Price on application**