

Accomplished Accounts

2012 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)
- Cancellation penalty of "one hour of service" may be charged for cancellations inside 24 hours notice.
- **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 & do not include GST

BOOKKEEPING In-House or on-site

Base Level \$60

Data Entry from source documents
Bank reconciliations
Single Entity
Bookkeeping

Advanced \$75

Multi Entity
Payroll
Financial Reports
End of Year Journals
Quarterly accounts

CONSULTING In-House or on-site

Standard Level Training \$120

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 \$65

2 hours
Various topics including:
BAS Preparation
Payroll and Superannuation
(includes light refreshments)

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