

# Accomplished Accounts

## 2010 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 \$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**