

# Check for Fixed, Guaranteed Fee.



152 Fay Way  
 Slidell, LA 70460  
 Ph: 877-788-7452  
 Fax: 888-235-0212  
 Email: fred.lake@virtualoffice2u.com

24 hour Turnaround After last document received.  
 Call 888-766-9022 Ask for Accountant on Duty

In by 9 PM out next day by 9 AM 24/7 Service

	Weekly Fee	Weekly Fee	Weekly Fee	
<b>B QuickBooks Bookkeeping Services</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Payment</b>
B - Quickbooks Bookkeeping Services/AAB - Quickbooks Monthly Online Bkg Svc	\$49.00	\$69.00	\$99.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/ACF - Quickbooks Prior Period Bookkeeping	\$29.00	\$49.00	\$79.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/AQB - Quickbooks Monthly Electronic Pickup – Hosted on our server	\$69.00	\$89.00	\$149.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/DPS - Quickbooks Point of Sale	\$99.00	\$149.00	\$249.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/AQS - Quickbooks Monthly Mail Me Service	\$49.00	\$69.00	\$99.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/ASC - QB Monthly Complete Outsource <b>Package</b>	\$199.00	\$299.00	\$399.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/ASQ - Quickbooks Quarterly Office Assistance (Cash, Accrual and Point of Sale)	\$19.00	\$29.00	\$39.00	ACH or Credit Card
	<b>Basic</b>	<b>Medium</b>	<b>Advance</b>	
B - Quickbooks Bookkeeping Services/BRL - Quickbooks Remote Live Assistance (w/30 day call back) <b>(Free to our clients)</b>	\$29.00	\$49.00	\$69.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/CQT - Quickbooks Temp for your office (week, Semi Monthly, and Monthly)	\$295.00	\$595.00	\$1295.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/AQO - Quickbooks setup with Free customized Templates (Cash basis, Accrual, Point Of Sale)	\$99.00	\$129.00	\$199.00	ACH or Credit Card
B - Quickbooks Bookkeeping Services/ABT - Quickbooks Template Only Service (Cash basis, Accrual, Point Of Sale)	\$19.00	\$49.00	\$99.00	ACH or Credit Card

<b>C – Accounting Services</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>#</b>
C - Accounting Services/AAA - Licenses and Permit Applications	\$29.00	\$99.00	\$695.00	ACH or Credit Card
C - Accounting Services/AAC - Business Consulting Services	\$99.00	\$249.00	\$495.00	ACH or Credit Card
C - Accounting Services/AAL - Loan Application for the Small Business	\$495.00	\$795.00	\$995.00	ACH or Credit Card
C - Accounting Services/AAP - Business Plan for the Small Business	\$495.00	\$795.00	\$995.00	ACH or Credit Card
C - Accounting Services/AAQ - Accountants Compilation Financial Report	\$495.00	\$795.00	\$995.00	ACH or Credit Card
C - Accounting Services/AAX - Independent Staff Audit Workpapers	\$495.00	\$795.00	\$995.00	ACH or Credit Card
<b>G- Great Product Buys</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>#</b>
G - Great Product Buys/GAC – Simple Bookkeeping for Small Busn Office (Free)	<b>Free</b>	<b>Free</b>	<b>Free</b>	ACH or Credit Card
G - Great Product Buys/GCS - Computer Systems	\$499.00	\$999.00	\$1495.00	ACH or Credit Card
G - Great Product Buys/GQ2 - Quickbooks 2010 Pro Version/ Premier Version /Enterprise Version	\$179.00	\$279.00	\$2999.00	ACH or Credit Card
G – Great Product Buys/GOA – Quickbooks Add-on Products Software	\$49	\$79.00	\$199.00	ACH or Credit Card
G – Great Products Buys/GTT – Turbo Tax 2010 Federal & State Software	\$49.00	\$79.00	\$99.00	ACH or Credit Card
<b>O – Online Computer Services</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>#</b>
O - Online Computer Services/OPS - Paperless Small Business Office - Plan	\$299.00	\$995.00	\$1999.00	ACH or Credit Card
O - Online Computer Services/ORH - Remote Computer Hardware Assistance	\$79.00	\$99.00	\$199.00	ACH or Credit Card
O - Online Computer Services/OWB - Website Assistance	\$49.00	\$199.00	\$495.00	ACH or Credit Card

<b>T-Tax Services</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>#</b>
T -Tax Services/T1B -Tax Planning	\$249.00	\$449.00	\$749.99	ACH or Credit Card
T – Tax Service/T1E – Preparation Special Tax Forms	\$199.00	\$249.00	\$449.00	ACH or Credit Card
T – Tax Services/T1H – IRS Audit Representation All Levels Ast	\$495.00	\$995.00	\$1495.00	ACH or Credit Card
T – Tax Services/T1J – IRS Offer in Compromise can’t Refuse	\$495.00	\$995.00	\$1495.00	ACH or Credit Card
T -Tax Services/T1N -IRS Collections Solutions	\$449.00	\$749.00	\$949.00	ACH or Credit Card
T -Tax Services/T1T -2010 Tax Rtrn Prep/102 -1987-2010 Tax Prep Late Filed Returns	\$249.00	\$379.00	\$799.00	ACH or Credit Card
T -Tax Services/T1T -2010 Tax Rtrn Prep/104 -Form 1040 -Individual Tax Return	\$249.00	\$379.00	\$799.00	ACH or Credit Card
T -Tax Services/T1T -2010 Tax Rtrn Prep/112 -Form 1120 & 1120S Business Returns	\$749.00	\$999.00	\$1495.00	ACH or Credit Card
T -Tax Services/T1T -2010 Tax Rtrn Prep/135 -Form 1065 LLC Business Return	\$749.00	\$999.00	\$1495.00	ACH or Credit Card
T -Tax Services/T1T -2010 Tax Rtrn Prep/141 -Form 1041 -Trust Tax Return	\$499.00	\$749.00	\$995.00	ACH or Credit Card
T -Tax Services/T1T -2010 Tax Rtrn Prep/990 -Form 990x -Non-Profit Tax Return	\$449.00	\$629.00	\$795.00	ACH or Credit Card
<b>P – Payroll Services</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>#</b>
P -Payroll Services/PEP – Basic payroll service plus 1.50 per check and payroll changes	\$39.00	\$39.00	\$39.00	ACH or Credit Card
P -Payroll Services/PPL -Payroll Live Online Services – You enter, we approve plus 1.00 per check and change	\$39.00	\$39.00	\$39.00	ACH or Credit Card
P -Payroll Services/PPM -Payroll Annual W-2 1099 Reporting – Base + \$5 per W-2 or 1099	\$39.00	\$39.00	\$39.00	ACH or Credit Card
P -Payroll Services/QAY -Payroll Assistance (phone) <b>(Free to clients)</b>	\$39.00	\$59.00	\$99.00	ACH or Credit Card



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### **What IS included in the weekly fees MONTHLY**

- 1 Monthly Internal Use Only statement of income and balance sheet.
- 2 Monthly or quarterly State & Local sales tax returns
- 3 Monthly bank reconciliations
- 4 General ledger review and recoding as necessary
- 5 Calculation of payroll tax deposits (if necessary)
- 6 Unlimited discussions of tax and accounting matters
- 7 Virtual QuickBooks Access and support for check using our hosting 2U net online service.

### **QUARTERLY**

- 1 One on One Remote face to face conference via “go to meeting” to discuss operation, financials, marketing, human resource issues, and current tax situation.
- 2 Quarterly withholding and unemployment tax returns – Federal & State (if applicable).
- 3 Quarterly update to depreciation entries.

### **ANNUALLY**

- 1 Year-End tax planning analysis and meeting if necessary.
- 2 Closing of company books and year end adjusting entries.
- 3 Opening of new year books
- 4 Preparation of employees’ W-2s and vendor 1099s (plus direct expenses)
- 5 Preparation of Federal form 940
- 6 Preparation of Federal & State forms W-3
- 7 Preparation of Corporate/Partnership year end tax return Federal & State (if applicable)
- 8 Individual Form 1040 (if applicable)

### **What is not included in the Weekly fee and will be billed separately and drafted the following week after notification**

1. IRS or State Tax audits unless you have elected our Audit Presentation Service – no charge
2. IRS-State tax problems generated by client not complying with our instructions.
3. Workmen’s and Unemployment compensation audits
4. Loan applications and cash flow projections
5. Project costing or job costing analysis
6. Tax consequences of purchase or sale of business.
7. Compiled, Reviewed or Audited financial statements.
8. Workmen’s and Unemployment compensation audits
9. Corporate annual report to Secretary of State.
10. Personal financial statements.
11. Copies of information and tax returns previously provided to client.
12. Census Bureau questionnaires.