

Fixed Plan Options

		Advanced Package	Full Accounting	Essential
Accounts	Record sales & HST from reports	x	x	
Receivable	Reconcile deposits	x	x	
	Prepare invoicing	x		
	Outstanding invoice follow-up and debt collections	x		
Accounts	Record expenses & HST	x	x	
Payable	Reconciles payments	x	x	
	WSIB Reporting	x	x	
Receipts	Process receipts	x	x	
Reconciliation	Bank Accounts	x	x	x
	Credit Cards	x	x	x
	Line of Credits	x	x	x
Government	HST Returns	x	x	x
Remittances	Prepare payroll deductions	x	x	
Guarantee	Service Guarantee	100%	100%	100%
Financials	Financial Statements	Weekly	Monthly	Quarterly
Software	QuickBooks Online	x	x	x
(Not limited	Dedicated shared SmartVault folder	x	x	x
	Online Document Storage and Submission and/or Retrieval	x	x	
Support &	Return call/email guarantee	24 hours	48 hours	72 hours
Communication	Business hour access	Unlimited	5 hrs/month	emails
	Priority	x		
	Consultation / Support	X	X	X
Payroll	Prepare stubs	x		
	Prepare ROE's - Web ROE	x		
	Annual T4 preparation and filing	x		
Year End	Year end preparation	x	x	x
and Taxes	Liase with accountant	x		
	Prepare and file annual tax return	Add On	Add On	Add On
EFT Services	Government Remittances	x		
	Payroll Direct Deposit Service	x		
	Vendor Payments	x		
Training	Training sheets, links & tips on website	x	x	x
	Up to 5 hours per month	x		
	Unlimited	x		
Additional	Monthly Review	x	x	x
Clean Up Work	Total Estimated Cost \$	Clean Up Work Only*		