

Bookkeeping pricing and fee proposal

A fixed-fee proposal the client can compare, sign and never be surprised by. Replace the [brackets] and the package names with your own.

Prepared for	_____	Prepared by	_____
Business and entity type	_____	Date	_____
Contact and email	_____	Valid until	_____

1. What we understand about your business

	DETAIL
Bank and credit card accounts to reconcile	
Transactions per month (approximate)	
Employees on payroll and pay frequency	
GST registered, filing frequency and basis	
Accounting software and who owns the subscription	
Year end and who prepares the annual accounts	
Anything unusual (multiple entities, foreign currency, inventory, trust accounts)	

The fee below is based on these figures. If the real numbers turn out to be materially different, we re-quote before the second month, not after.

2. Scope of services

SERVICE	INCLUDED	FREQUENCY	NOTES
Bank and credit card reconciliation			
Coding transactions and chasing missing receipts			
Accounts payable: bills entered, payment run prepared			
Accounts receivable: invoices issued, debtors chased			
Payroll processed and filed with IRD (payday filing)			
GST return prepared and filed			
Monthly management report (profit and loss, balance sheet, debtors, creditors, cash)			
Year-end pack handed to the accountant			
Questions answered by email or phone			
Software subscription			

3. Packages

	ESSENTIALS	STANDARD	PLUS
Monthly fee (incl GST)			
Transactions per month, up to			

	ESSENTIALS	STANDARD	PLUS
Employees on payroll, up to			
GST returns			
Management report	Quarterly	Monthly	Monthly, with a call
Response time to questions	2 working days	1 working day	Same day
Catch-up or clean-up included	No	Up to [__] hours	Up to [__] hours

Pick one. If you are between two, start on the lower one; we move you up when the numbers say so, with your agreement.

4. One-off set-up

ITEM	FEE (INCL GST)	WHEN
Software set-up, chart of accounts, bank feeds		Before month 1
Catch-up bookkeeping for [__] months		Before month 1
Migration from [previous system]		Before month 1

5. What is not included

- ☐ Annual financial statements and income tax returns (your accountant, unless listed above)
- ☐ Tax advice, restructuring, or anything that needs a chartered accountant to sign it
- ☐ Audit or review engagements
- ☐ Work caused by records not supplied on time, charged at \$[__] per hour after a warning
- ☐ Any entity not named in this proposal

6. How the fee changes

We check transaction and payroll counts every quarter. If you have been over the package limit for two months in a row, we tell you, show you the numbers, and move you to the next package from the following month. Fees are otherwise reviewed once a year with 30 days' written notice. Nothing changes on an invoice that was not agreed in writing first.

7. Payment terms and what we need from you

Fees are invoiced monthly in advance on the 1st and paid by direct debit or bank transfer within 7 days. We need receipts and queries answered within [5] working days of asking, and read-only bank access or feeds kept live. If the relationship ends, either side gives [30] days' notice; you keep your data and your software subscription.

8. Acceptance

I accept the [package name] package and the one-off set-up above, on the terms set out in this proposal and the attached engagement letter.

Client signature	_____	For the practice	_____
Name	_____	Name	_____
Date	_____	Date	_____

Across 6,190 positive publicly posted reviews of NZ accounting and bookkeeping practices, value for fees is praised in 7.0%, tenth of eleven traits. Clients rarely thank you for the price. They do notice when it changes without warning.