



ROI Accounting, LLC - Financial Arrangements



STEP 1: Meet for Initial Consultation

We must understand exactly what your business, bookkeeping, and accounting needs are before we can suggest a solution.

STEP 2: Select/Customize Financial Arrangements

STEP 2: Select/Customize Financial Arrangements	Monthly	Monthly	Monthly	Hourly		Per Project	
	Support for your Bookkeeper	Support Plus	Full Accounting	Per Hour	Fixed Project Fee		
	Support and as-requested guidance.	Support, training, & collaborative guidance.	Support, training, accounting and taking responsiblity through financial statements.	You call, we respond and bill hourly.	We agree on a project and a fee.		
	\$375 mo.	\$675 mo.	\$995 mo.	\$95 per hr	Depends on Project		
Service / Scope of Work Features							
Reconcile all bank accounts, credit cards, and loans	√	√	√				
Monitor setup of Chart of Accounts, Locations, Classes & Projects for management needs	√	√	√				
Setup/monitoring of Budgets & Variance			√				
Monthly depreciation of Fixed Assets	Annual Adjustments Only	√	√				
Monthly review of Accounts Receivables and Payables	Annual Adjustments Only	√	√				
Monthly review of Inventory value	Annual Adjustments Only	√	√				
Entry of cash-based or non-bank ledgers	Annual Adjustments Only	√	√				
Process and manage Sales Tax incl. filing reports	Optional for \$100 per mo.	√	√				
Training for your staff at your location		2 hour per month	3 hour per month				
Support which can include any QuickBooks items including Setup, Training, Prep for taxes, Reclassify Transactions, Voided/Deleted Transactions, Write Off Invoices, Journal Entries, Close Books and Custom Reports (hours do not roll)	2 hours per month (in 1/4 hrs) [We try asap but guaranteed within 48 hour response time]	3 hours per month (in 1/4 hrs) [We try asap but guaranteed by Next Day response time]	4 hours per month (in 1/4 hrs) [We try asap but guaranteed Same Day response]				
Monthly Meeting with Management for review		Up to 2 hours	Up to 1/2 day				
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Custom Reporting Dashboard			√				
QuickBooks Online Subscription	Usually \$35 per month (could be \$20, \$35 or \$60 depending on version)						
Setup/improve Bank Rules to increase automation	√	√	√				
Will work with your staff to prepare year-end Financial Statements and complete tasks to close year			√				
Service Delivery / Other							
Payment	Automatically paid at the beginning of month with Debit/Credit card on file			Will invoice you	As agreed for project		
Completion/Delivery Date	By the end of the following month	By 20th of the following month	Bythe 10th of the following month or sooner if possible				
Out of Scope Requests	\$90 per hour	\$80 per hour	\$70 per hour				
Cancellation Policy	We are confident you will appreciate our service - No Questions Asked Cancel At Any Time						

* We can modify each plan to meet your needs, so if you would like to change something - just let us know.

STEP 3: We sign a simple engagement agreement (you can cancel at any time), set you up on our system, and get started.