



Quotes – Hourly Package vs. Monthly Package prepared for SMB

Small to Medium Business Focused

You run your business, we run your books!

info@yadontario.com

1-289-327-3301

55 Village Centre Place, Mississauga
Ontario, L4Z 1V9, Canada

YOUR ACCOUNTING DEPARTMENT

Your Accounting Department

Your Accounting Department (YAD Ontario) offers two service options; (1) standard **hourly rate** of \$60.00 along with a \$1,500.00 monthly retainer; or (2), **monthly package** (based on required hours of work) subject to discounts of **20% to 60% in savings**.

OPTION 1: HOURLY PACKAGE

| Option 1: Hourly Package | |
|--|---|
| <input type="checkbox"/> Selected | |
| Hourly rate: | \$ 60.00 |
| Monthly Retainer*: | \$ 1,500.00 |
| | |
| Monthly Services | Based on checklist. See full summary of services in the following table, Service, and make your selections. |
| | |
| Add-on: | |
| QBO Bootcamp-style training for business owners (one-time fee)** | \$ 50.00 |
| Select your add-on: <input type="checkbox"/> Selected | |
| | |
| * Retainer must be issued on the first day of the month and will be adjusted based on total hours of provided service. | |
| ** Service is provided upon client's request/consent. | |

OPTION 2: MONTHLY PACKAGE

Choose one of the following six packages

| Option 2: Monthly Package | | | | | | |
|---------------------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | Starter Package | Bronze Package | Silver Package | Gold Package | Pearl Package | Diamond Package |
| Select your Package | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected |
| Monthly Hours | 4 hours | 10 hours | 20 hours | 40 hours | 60 hours | 80 hours |
| Total Monthly Investment | \$ 200.00 | \$ 400.00 | \$ 800.00 | \$ 1,600.00 | \$ 2,400.00 | \$ 3,000.00 |
| Monthly Retainer * | \$ 200.00 | \$ 400.00 | \$ 800.00 | \$ 1,600.00 | \$ 2,400.00 | \$ 3,000.00 |
| Monthly Services | Based on checklist. See full summary of services in the following table, Services, and make your selections. | | | | | |
| Monthly Discount | 20% | 50% | 50% | 50% | 50% | 60% |
| Monthly Savings | \$ 40.00 | \$ 200.00 | \$ 400.00 | \$ 800.00 | \$ 1,200.00 | \$ 1,800.00 |

YOUR ACCOUNTING DEPARTMENT

| | Starter Package | Bronze Package | Silver Package | Gold Package | Pearl Package | Diamond Package |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Hourly average rate/additional hours** | \$ 54.00 | \$ 51.00 | \$ 49.20 | \$ 47.40 | \$ 45.60 | \$ 43.80 |
| Hourly average discount | 10% | 15% | 18% | 21% | 24% | 27% |
| Printing Charge Discount** | 30% | 40% | 50% | 60% | 70% | 80% |
| Add-ons: | | | | | | |
| QBO Bootcamp-style training for business owners (one-time fee) ** | \$ 50.00 | \$ 50.00 | \$ 40.00 | \$ 30.00 | \$ 20.00 | \$ 10.00 |
| Select your add-on: | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected | <input type="checkbox"/> Selected |
| <p>* Should the retainer not be used throughout the monthly term of service, the remainder will be either applied towards next month of service, or credited to the Client</p> <p>** Service is provided upon client's request/consent</p> | | | | | | |

PRINTING:

| Standard Printing fees | | |
|--|---------|---------|
| <i>Client is responsible for all additional printing charges based on the following schedule upon client's request</i> | | |
| Printing | Letter | Legal |
| Standard Colour | | |
| 1 - 499 | \$ 0.41 | \$ 0.62 |
| 500 - 999 | \$ 0.40 | \$ 0.60 |
| 1,000 - 2,999 | \$ 0.35 | \$ 0.55 |
| 3,000 - 4,999 | \$ 0.28 | \$ 0.38 |
| 5,000 - 7,999 | \$ 0.23 | \$ 0.29 |
| 8,000+ | \$ 0.18 | \$ 0.23 |
| Standard Black & White | | |
| 1 - 499 | \$ 0.12 | \$ 0.13 |
| 500 - 999 | \$ 0.09 | \$ 0.10 |
| 1,000 - 9,999 | \$ 0.05 | \$ 0.06 |
| 10,000 - 19,999 | \$ 0.05 | \$ 0.06 |
| 20,000+ | \$ 0.04 | \$ 0.05 |

YOUR ACCOUNTING DEPARTMENT

SERVICES

Please make as many selections as you need within 2 last columns in the **Services** table below:

1. Check off the **Service** that you require
2. **Identify number of accounts** that you have for each required service – i.e. 1 Accounts Receivable, 5 Accounts Payable, 10+ General Expense Posting, 3 Credit Cards Reconciliation, etc.

| Services | | Check Service | | Identify # of Accounts (1-10+) |
|-------------------|--|--------------------------|---------------------|--------------------------------|
| | ALL SERVICES LISTED BELOW | <input type="checkbox"/> | All Services | |
| Service 1 | Accounts Receivable | <input type="checkbox"/> | Service | |
| Service 2 | Accounts Payable | <input type="checkbox"/> | Service | |
| Service 3 | General Expenses Posting | <input type="checkbox"/> | Service | |
| Service 4 | Credit Cards Reconciliation | <input type="checkbox"/> | Service | |
| Service 5 | Banks Reconciliation | <input type="checkbox"/> | Service | |
| Service 6 | HST/GST/PST - subject to province | <input type="checkbox"/> | Service | |
| Service 7 | WSIB | <input type="checkbox"/> | Service | |
| Service 8 | EHT | <input type="checkbox"/> | Service | |
| Service 9 | Payroll Processing | <input type="checkbox"/> | Service | |
| Service 10 | Payroll Liability Tracking | <input type="checkbox"/> | Service | |
| Service 11 | T4, T4A, T5 | <input type="checkbox"/> | Service | |
| Service 12 | Month-end | <input type="checkbox"/> | Service | |
| Service 13 | Year-end | <input type="checkbox"/> | Service | |
| Service 14 | Cost Accounting | <input type="checkbox"/> | Service | |
| Service 15 | Project Accounting | <input type="checkbox"/> | Service | |
| Service 16 | Inventory | <input type="checkbox"/> | Service | |
| Service 17 | Financial Statements: | <input type="checkbox"/> | Service | |
| Service 18 | - Income Statement | <input type="checkbox"/> | Service | |
| Service 19 | - Balance Sheet | <input type="checkbox"/> | Service | |
| Service 20 | - Cash Flow Statement | <input type="checkbox"/> | Service | |
| Service 21 | - Accounts Receivable Aging Report | <input type="checkbox"/> | Service | |
| Service 22 | - Accounts Payable Aging Report | <input type="checkbox"/> | Service | |
| Service 23 | Administration Service & Support | <input type="checkbox"/> | Service | |
| Service 24 | - Answer phone calls on your behalf | <input type="checkbox"/> | Service | |
| Service 25 | - Create email on behalf of client and answer emails related to finances | <input type="checkbox"/> | Service | |
| Service 26 | - Process customers' credit card payment | <input type="checkbox"/> | Service | |
| Service 27 | - Physical organization of files | <input type="checkbox"/> | Service | |
| Service 28 | - Other admin duties (please specify): | <input type="checkbox"/> | Service | |
| | _____ | | | |

YOUR ACCOUNTING DEPARTMENT

SOFTWARE

Please make selections within 2 last columns in the **Software** table below:

1. Check the **Current Software** that you are currently using
2. Check the **New Software** that you would like to migrate to (if needed)

| Software: | | Check Current Software | Check New Software |
|------------|--------------------------|-----------------------------------|-----------------------------------|
| Software 1 | Xerox | <input type="checkbox"/> Software | <input type="checkbox"/> Software |
| Software 2 | QB desktop | <input type="checkbox"/> Software | <input type="checkbox"/> Software |
| Software 3 | QBO | <input type="checkbox"/> Software | <input type="checkbox"/> Software |
| Software 4 | Sage | <input type="checkbox"/> Software | <input type="checkbox"/> Software |
| Software 5 | ADP CAN | <input type="checkbox"/> Software | <input type="checkbox"/> Software |
| Software 6 | ADP US | <input type="checkbox"/> Software | <input type="checkbox"/> Software |
| Software 7 | WagePoint | <input type="checkbox"/> Software | <input type="checkbox"/> Software |
| Software 8 | Other | <input type="checkbox"/> Software | <input type="checkbox"/> Software |
| | -- Please specify: _____ | <input type="checkbox"/> Software | <input type="checkbox"/> Software |

FREE QBO SOFTWARE

Get **free QBO Software for 6 months** of service if you sign up for of our **Silver Package**, OR

Get **free QBO Software for 12 months** of service if you sign up for of our **Gold Package**

For further information and package options, please contact us:

info@yadontario.com

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YAD Ontario

Your Accounting Department Inc.

info@yadontario.com

www.yadontario.com

Operating since 2007

YOUR ACCOUNTING DEPARTMENT

If you identified Option and Services for your bookkeeping needs, you may provide the following information to help us prepare a Services Agreement and service your books. You may email this document to your YAD Contact.

Company Name: _____

Contact Name: _____

Email Address: _____

Phone #: _____

Date: _____

IMPORTANT:

It is important to note that this is not an official services agreement. Information provided and identified in this document is for sole purpose of estimation and summary of services provided by Your Accounting Department (YAD). Should the company listed above wish to retain YAD services, an official services agreement will be presented and signed.