



Terms of Service

Bookkeeping, Setup, Training, QBO Subscription, & Help Service



Terms of Services

beyor bookkeeper, llc

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Monthly Bookkeeping Services

PRICING

Beyor Bookkeeper has three types of monthly bookkeeping packages that include the limit of transactions, extra reports outside of Profit & Loss and Balance Sheet, reconciliations, and talk time available under each price point (MICRO, ENTRE, & MIDI). These limits can be moved around within the price points to meet the needs of the client. For instance, you might have 150 transactions but 5 reconciliations, and want 3 reports per month, you would still be considered a ENTRE Monthly client. There is no deduction for being under the level unless you meet the package count under the one you signed up for. This is because you are already getting a deep discount going monthly with us rather than yearly. Plus to keep the pricing simple for both you and us we like to not have any changes to your pricing if possible that is why we make sure to quote you as appropriately as we can.

HOW TO START

Monthly bookkeeping pricing is also based on materials being received in the following month (January 2017's bookkeeping materials received in February 2017), automatic payment on the 1st of the following month (Feb 1st for January bookkeeping), and a signed contract to lock you into 12 months' worth of bookkeeping at a steady price. To start, sign the proposal, terms of service, fill out the Autopay Agreement, and provide the materials or access on time as stated above.

OVERAGE CHARGES

Any overage transactions, reconciliations, reports, and talk time will be charged at these rates stated here: transactions .50 (each entry is at least two transactions – credit and debit), reconciliations 25.00 each, reports 25.00 each, and time 50.00 per hour. This will be billed and deducted on the next month's automatic payment. Notification of overage will be provided far in advance (approximately 10 days) and solutions to minimizing costs will be provided if needed.

LATE FEE

If materials are not received after 3 months your monthly fee will be charged a 25% late fee and after 6 months your monthly fee will be charged a 50% late fee on the previous 3 months of late materials. (Monthly fee \$250 x 3mths = \$750*.25=187.50 late fee after 3 months and 750*.50=375 after next 3 months' late fee).

INCENTIVES

Talk time on your monthly service does not include basic questions you might have about your program or bookkeeping matters if within 1 hour per month.

Tips & Tricks are available to you each month by checking out Beyor Bookkeeper, LLC's Facebook page and soon we will have a Youtube tutorial for free just for our clients.

Discounts **For those clients who provide a separate viewing transactions and statement access to all their account, Beyor Bookkeeper, LLC will discount their monthly rate by 5%!



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Yearly Bookkeeping Services

Yearly Bookkeeping is only for previous *months'* bookkeeping that spans at least 6 months consecutively in length. Everything else is considered (On-Call Rate) or (Autopay Rate) Monthly Bookkeeping Service.

PRICING

Price is based on estimated transactions from your business accounts and the time in which we receive your materials. Materials received between Feb 15 - April 15 and August 15 to October 15 will be considered Peak Season and will be 33% more than Off Season Prices. Off Season Prices for Yearly bookkeeping are charged at a per transaction rate. This means that reconciliation of accounts will be processed on Dec 31 for that year. Plus any talk time provided within this rate, will be provided in the middle and at the end to go over questions and final reports.

Proposals for yearly bookkeeping are different from monthly bookkeeping in that these prices are just estimates and will be calculated at the end by transaction at 1.50 per transaction. (Every entry has at least 2 transactions; a credit and a debit). If you have less or more than 12 months worth of old bookkeeping needed, the proposed price can be prorated by month. (Example : $4500/12 = 375 \times 7 \text{ months} = 2,625$)

A 50% down payment, signed proposal, and materials are required to start the project. Estimated time of completion varies based on receipt of materials and size of project; however, it normally runs between 2 to 5 weeks.

HOW TO START

Just like monthly, we require a proposal contract signed, materials received for the months we are starting on and 50% down on the months we are starting on right away. Please see payment plans for ways to help pay for this work if you are tight on funds.

COMPLETION PROCESS

Estimated time of completion varies based on receipt of materials, size of project, and availability; however, it normally runs between 3 to 6 weeks. If we believe the work exceeds the proposal we will notify you before working on any work passed the proposed price. You will be hearing from us approximately half way with any questions or to confirm our estimated time. Once the work is completed or finished up to the level you can afford, we will require payment upfront for the final amount. Reports will be supplied once receipt of payment is received.

PAYMENT PLANS

This means that although you might have 12 months of work to be performed you don't have to pay us the entire 50% on the 12 months unless you are in a rush. Just decide how many months (at least 3 months at a time) you want us to start with and pay us for 1/2 of that. 50% of that will be due when completed and we will be able to start on the next batch of months you can afford.



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QuickBooks Setup Service

PRICING

Price is a flat fee for setting up of one QuickBooks Online or Desktop company.

This includes:

- Customizing company file to fit your company type and working needs.
- Creating a Chart of Accounts that fit your company reporting needs and tax filing status.
- Entering a Class and Location structure that helps you run costing reports if available in the program you choose
 - ** (Up to 50 total, extra fees for more and more complex data)
- Uploading your Customer & Vendor Information
 - ** (Up to 1000 total, extra fees for more and more complex data)
- Enter Beginning Balance Sheet totals.
- Enter sales service and product items.
 - ** Inventory items are extra and requires a custom quote.
- Link Banks and Credit Cards with the QuickBooks system.
- 2 Hours of QuickBooks Training
 - ** Schedule Online: <http://www.meetme.so/BeyorBookkeeper-Services> and choose Virtual QuickBooks Training Session.
 - ** Onsite training may require a travel fee of \$40/hour.
 - ** Must use within one month after setup is complete.
 - ** Regular Price is \$75-100 / hour based on type of training needed.
- Entering previous bookkeeping transactions outside of beginning totals are extra.
 - ** Please see Monthly / Yearly bookkeeping service for more information.
- Entering and setting up payroll is extra and requires a custom quote.

HOW TO START

We require a proposal contract signed, receipt of Setup Information answered, and payment in full to get started. The estimated time of completion is 2-5 business days after all above is received. Training may be scheduled after setup is completed and must be scheduled within one month after setup completion. Please see training terms for more information.

COMPLETION PROCESS

If we believe the work exceeds the proposal we will notify you before working on any work past the proposed price. You will be hearing from us approximately half way with any questions or to confirm our estimated time. Once the work is completed or finished up to the level you can afford, we will send you conformational email with a link to schedule your 2 hour training session online.



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QuickBooks Online Subscription

PRICING

Pricing is based on what other services you have purchased through Beyor Bookkeeper, LLC.

Setup Price

If you have received Setup Service or any other service (excluding monthly bookkeeping) you will receive the Setup Price for QuickBooks online Subscriptions which is approximately \$5 less than the current Intuit price.

Monthly Price

If you are a current Monthly Bookkeeping Service customer than you will automatically receive the Monthly Price for QuickBooks Online Subscription which is approximately \$10 less than the current Intuit price.

****Price only includes online subscriptions and does not include help with setup or training questions; however, if you are a monthly bookkeeping customer you will have 1 hour per month for these types of questions.**

HOW TO START

We require a signed proposal and autopay agreement, invite us as accountant to your current QBO account, transfer master admin to us, and payment of each month will come out on the 1st of the month. The transfer from Intuit to Beyor Bookkeeper QBO Subscription takes just 5 minutes. We will walk you through the process.

QuickBooks & Bookkeeping Help Service

Help Service is only for help and not monthly or yearly bookkeeping services as stated above. Although we may train you or your staff, fix bookkeeping errors, or help you reconcile it is not allowed for ongoing Monthly Bookkeeping services or to cleanup an entire year's worth of bookkeeping like Yearly Bookkeeping services provide.

PRICING

Beyor Bookkeeper, LLC currently provides Help Services as a yearly contract with up to 40 hours per year and no less than 10 hours per year. The Help Service is an on call service where questions are addressed within 24 hours, small projects may be started within a few days, and larger projects may be scheduled within one week's time. All work is done virtually and access to QuickBooks either Online or Desktop will need to be provided through hosting service, screen share options, or online invitation. Hours unused at the end of the year are forfeit.

HOW TO START

We require a signed proposal and autopay agreement, invite us as accountant to your current QBO account or login to your QuickBooks Desktop hosting / screen share program, and payment of each month will come out on the 1st of the month. Once you are signed up for this service, just contact us either by phone, email, text, or schedule an appointment by going to <http://www.meetme.so/BeyorBookkeeper> .



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COMPLETION PROCESS

Each month you will receive a report with the total number of hours used as of the end of the previous month. At the end of the 12 months any time unused will be forfeit. If you run out of time on your yearly plan, you may purchase more hours in 10 hour increments. Those hours will start as of the date you start paying for them; however, if you still owe on your previous plan those payments will continue until the end of that previous contract year.

INCENTIVES

On Call Service : Call, Email, Text, or Schedule an Appointment and receive responses within 24hours.

Low Prices : By paying a monthly rate for a total amount of hours per year will lower the hourly rate by at most 50%. For example if you require mostly setup or payroll help and you purchase a 10 hour plan for \$50 / month (\$60 per hour), then you are saving up to 40% off the going \$100/hour rate for payroll or setup hourly service.

Support : You have a professional bookkeeper that can help you answer some of your bookkeeping questions. Plus if we don't have the answers we can help you find someone who does; such as, a good CPA, lawyer, or business coach, etc.

Financial Terms

BOUNCED PAYMENTS & CHECKS

If the automatic payment does not go through due to wrong or changed banking or credit information, you will be notified by email in 1-2 days after we are notified. Payment and new payment information will be required within 5 days thereafter without a late fee of \$35.00. Any bounced checks will also be charged a bounced check charge of \$35.00. We will not redeposit a bounced check for any reason and will required another means of payment; such as, automatic bank withdrawal or credit card.

CANCELATION OF SERVICES

All cancellations must be done in writing either by email or mail. All written notices must be done at least before payment on the 1st of the month and may require 1 month in advance to ward off additional fees. Please note 12 month auto renewal autopay contracts may be cancelled early; however, cancellation fees may apply based on cancellation date.

Please see the cancelation policies below for each service type.



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Monthly Bookkeeping Service

This is a 12 month auto renewed autopay service. Please see the cancellation fees below based on when you cancel service.

- 1-3 months in 50% fee on all services rendered.
 - Example: You cancel on the 2nd month – You are charged for those two months and this fee ($\$125 \text{ monthly fee} \times 2 = \$250 \times 50\% =$) \$125.00. It is not worth cancelling before 3 months!
- 4-6 months in 25% fee on just the last 3 months of services rendered.
 - Example: You cancel on the 5th month – You are charged for those five months and this fee ($\$125 \text{ monthly fee} \times 2 = \$250 \times 25\% =$) \$62.50).
- 7 and up months in requires a written notice one month in advance in order not to be charged for 1/4 of a month's fee.
 - Example: $\$125 \text{ monthly fee} / 4 = \31.25

Yearly Bookkeeping / Cleanup Service

This service requires 50% down payment and may be cancelled 3 days after receipt of payment and signed proposal which ever one comes the latest. Payment will be refunded completely if cancellation is done within that 3 day time window. Please note that not providing materials required does not qualify as a sufficient cancellation notice and will mean forfeit of your 50% deposit if never provided. Cancellation notice must be done in writing either by email or mail. There are no cancellation fees; however, if work was completed over 50% down payment received, you will be charged for that portion. Please notify us as soon as you know when you need to cancel service.

QuickBooks Setup Service

This service may be cancelled 3 days after receipt of payment and signed proposal which ever one comes the latest. Payment will be refunded completely if cancellation is done within that 3 day window. If receipt of materials is not received within one month of payment and signed proposal and/or you cancel passed the 3 day window, 75% of your payment will be refunded back to you. Please note that we spend a lot of time in correspondence with our clients to make sure our services are performed in a timely manner.

QuickBooks Online Subscription

Cancellation of services must be done in writing via email or mail. It may take up to 3 business days to process. Once your subscription with Beyor Bookkeeper is cancelled, Intuit will require you to enter your financial information into QBO to continue service through them directly.

QB Help Service

You may cancel your QB Help Service contract 3 days after the first payment to receive a full refund, if no time has been used. After such time, you may cancel your service before the next payment; however, you will be charged the going rate per hour for those services if done before the year is up. For example, if you cancel before the year is up on a 20 hour service contract in which you used 10 hours, and you have paid only 3 months worth on; you will be required to pay \$75 per hour. This would mean that you would owe ($\$100 \times 3 \text{mths} = \$300 / \$75/\text{hr} = 4$ hours paid for – $10 = 6$ hours due to pay for $\times \$75 =$) \$450. This amount will be taken out of your autopay agreement account on the next scheduled payment.



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Glossary

What does "Virtual" mean?

Virtual means that Beyor Bookkeeper, LLC provides services in their location and will require online access to QuickBooks, Bank or Credit Card / Loan account, and any needed materials. See the list below for more information about materials. You may never see your bookkeeper in person; however, if you are located within 1 hour of Ellington, CT and are willing to pay for travel Beyor Bookkeeper, LLC may meet with you. You will most likely meet with your bookkeeper over the phone or an online video chat and screen share program.

What does "Transactions" mean?

Beyor Bookkeeper, LLC uses a report from QuickBooks (Transaction Report by Account) or counts your account statement entries to provide a quote. On this proposal we charge for "transactions". Transactions are each line item on a chart of account; therefore, every entry on a bank statement is at least two transactions; a credit and a debit. This means that if we count 100 entries on a bank statement we will assume that it is at least 200 transactions.

What are the "Materials" I will need to provide?

Every company is different; however, normally the bare minimum materials would be your bank, credit card, and loan statements. Remember to receive a 5% discount on your Monthly Bookkeeping Service just provide a separate user access to all your business accounts online. Please see below for a more comprehensive list.

MATERIALS LIST

- Bank Statements / Online Access
- Credit Card Statements / Online Access
- Loan Statements / Online Access
- Payroll Reports / Online Access
- *Check Stubs / Online Access – if the bank provides copies
- Deposit Details / Online Access – if the bank provides detailed copies



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- POS Statements / Online Access (This is not normally needed)
 - Inventory Totals & Details
 - Invoices/Sales Receipts with Payments
 - Purchase Orders/Bills & Payments
- Cash Receipts – Any business expense you paid with personal funds / cash
- Notes: For at least the first 3 months it is advised to write notes on your statements or provide a written explanation of expenses so that we allocate them appropriately.
 - Going forward, any unusual activity should include a note of what the activity was for. *All check stubs and deposit details should have a memo which includes what the check or deposit was specifically for!

Contact Information

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beyorbookkeeper.com

By signing below you are stating that you understand and agree to these terms of services in relationship to any contracted service proposal you have signed with Beyor Bookkeeper, LLC.

Signature _____ Date _____

Thank you again for choosing Beyor Bookkeeper, LLC.

THE END