

## PREMIUM SERVICE PACKAGE

|  | BASICS | COMPLETE       | PREMIUM   |
|--|--------|----------------|-----------|
| Ensure all business transactions are posted - purchases, expenses and sales  | ✓      | ✓              | ✓         |
| Clear all items in the bank feed - ensure bank connections are maintained  | ✓      | ✓              | ✓         |
| Reconcile all business transactions to ensure the integrity of your records  | ✓      | ✓              | ✓         |
| Basic training for QuickBooks - best practices to avoid errors   | ✓      | ✓              | ✓         |
| Sales Tax returns prepared and filed on time to avoid penalties and interest   | ✓      | ✓              | ✓         |
| Email support during regular business hours - responses within 24 hours  | ✓      | ✓              | ✓         |
| Maximize your tax deductions - <i>so you are claiming every cent you qualify for!</i>  | x      | ✓              | ✓         |
| Quarterly 30 minute business review meeting  | x      | ✓              | ✓         |
| Expense monitoring and advice  | x      | 5 key expenses | Unlimited |
| Precision accounting with accruals and prepaids  | x      | ✓              | ✓         |
| Adjustments for foreign currency transactions  | x      | ✓              | ✓         |
| Monthly standard management reports  | x      | ✓              | ✓         |
| Liaison with Canada Revenue Agency - <i>we'll talk to them for you!</i>  | x      | ✓              | ✓         |
| Create Asset register & calculate depreciation at year end (client maintains)<br><i>So you can be sure you're expensing big ticket items correctly according to CRA rules.</i> | x      | ✓              | ✓         |
| Maintain your fixed asset register and calculate annual depreciation   | x      | x              | ✓         |
| Accounts Receivable monitoring and collections   | x      | x              | ✓         |
| Accounts Payable monitoring and payments   | x      | x              | ✓         |
| Complete Year End adjusting entries  | x      | x              | ✓         |
| Complete Year End financial reports  | x      | x              | ✓         |
| Enter CPA adjustments so your records match corporate income tax filings   | x      | x              | ✓         |
| Enhanced software training & troubleshooting for owners & staff  | x      | x              | ✓         |
| Supply of cloud accounting software or server  | x      | x              | ✓         |
| Enhanced management reports tracking key metrics   | x      | x              | ✓         |
| Regular operations analysis and systems recommendations  | x      | x              | ✓         |
| Monthly business review meeting  | x      | x              | ✓         |
| 'On Call' email and phone support - <i>responses in real time whenever possible</i>  | x      | x              | ✓         |