

## COMPLETE 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 a fixed asset register for you to maintain <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 management reports with customizable key metrics	x	x	✓
Monthly 30 minute business review meeting	x	x	✓
Enhanced software training for business owners and staff	x	x	✓
Create and maintain a cash flow forecast	x	x	✓
Supply of paperless document processing system	x	x	✓
'On Call' email and phone support - <i>responses in real time whenever possible</i>	x	x	✓