



**Bookkeeping Services List**

Having read and fully understood the Engagement Letter, I / we agree to engage Add-Vantage Bookkeeping in accordance with the terms indicated.

I/We understand this engagement to be limited to the items specified and terms as indicated beginning with the date of submission of this form. If additional services are requested they are to be covered under a separate engagement letter.

I/We acknowledge with full authority and understanding this letter as correctly setting forth my / our desires.

By submitting below I/we acknowledge both joint and several responsibility for any amounts due now or in the future under the terms of this engagement.

**BASIC SERVICES: Prepaid Retainer @ \$400.00 + Bookkeeping Services @ \$45.00/Hour plus Taxes for Off-Site Services – On Site Service is an Additional Charge**

Required Frequency: \_\_\_\_\_

- Post journals (Purchases, Sales, Etc.)
- Generate Journal Entries
- Post general ledger
- Post subsidiary ledgers (Accounts Payable/Accounts Receivable)
- Reconcile Bank Statements
- Reconcile Credit Card Statements
- Prepare GST / PST remittances
- Prepare payroll amounts for all employees
- Maintain payroll earnings records
- Prepare payroll tax reports / Source Deduction remittances
- Prepare WSIB remittances
- Prepare EHT remittances
- Prepare T4's & T4 Reports
- Special Projects: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**FINANCIAL STATEMENTS (included in above cost)**

Required Frequency: \_\_\_\_\_

- Financial Statements (P & L and Balance Sheet)
- Detailed Financial Statements
- Comparative Financial Statements (P&L and Balance Sheet)
- Detailed Comparative Financial Statements
- Review Financial Statements
- Personal Financial Statement
- Special purpose statements: \_\_\_\_\_  
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**CONSULTATION SERVICES: Prepaid Retainer @ \$300.00 + \$50.00/Hour plus Taxes**

- Business consultation
- Management consultation
- New business set up consultation
- Set up or revise accounting systems
- Software training
- Bookkeeping training
- Written business plan
- Special Services: \_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_

**INCOME TAX RETURN @ \$225.00 Prepaid + Expenses Tabulation [if required] @ \$50.00/Hour  
plus Taxes**

- T1 Personal Income Tax E File
- Preparation of all documentation for your accountant

Client Signature: \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

Client Name printed: \_\_\_\_\_

Company Name: (print if applicable) \_\_\_\_\_

**Please Note:**

- Services are not limited to those mentioned above. If you require additional services please inquire.
- Rates are subject to increase. You will be advised of any rate increases in writing a minimum of 30 days in advance of new billing.
- All invoices are DUE ON RECEIPT. Finance charges are charged at a rate of 24% per annum or 2% per month, on any amounts still outstanding after 30 days and are calculated from the invoice date on the total over due amount