



QUICK ACCOUNT SERVICES, LLC

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2020 BILLING AND RATE INFORMATION

Effective January 1, 2020

COLLECTION PROCEDURES

ALL tax returns will have to be paid for upon completion and before they are electronically filed, unless other arrangements have been made. **I can no longer allow clients to wait to pay until the refund is received.** As a reminder, all my invoices are “Due Upon Receipt”.

RATES

SERVICES (hourly rate)

Accounting & bookkeeping work, excluding tax preparation	\$50.00
Payroll Services.....	\$50.00
QuickBooks setup and instruction	\$50.00

All services are billed in 15 minute increments.

All monthly accounting will be billed at a minimum of \$50/mo.

TAX PREPARATION

Tax preparation, hourly rate	\$60.00
Tax return electronic filing fee	\$35.00
Basic tax return, with W-2s & basic forms (less than 1 hour preparation time).....	\$60.00
Basic tax return with electronic filing	\$95.00

Amended tax returns..... Minimum \$60 or 10% of corrected amount, whichever is greater

Other tax returns will be billed at \$60.00 per hour with a one hour minimum.

RUSH FEE If you provide me your return information **14 days or less before the deadline,** and you still want the return filed on time, then a **rush fee of \$75 will be assessed.**

MISC. FEES

Credit Card Processing Fees (for invoices over \$100)

Swiped Card	2.40%
Keyed In Card	3.40%
Returned check fee.....	\$35.00
Finance charge for invoices more than 30 days over due (accrued & billed monthly)....	15%
Copies & printing, price per page	\$.15
Copies of prior year returns (hard copies or electronic copies).....	\$25.00
Postage and other supplies (i.e. envelopes, labels, etc.)	Cost + 5%
Pickup/drop off fees, per event	\$15.00

(For pick ups/drop offs of more than one job at the same place, I will divide the fee between clients.)