

<i>Monthly package starting at</i>	<u>Essentials</u> \$375	<u>Advanced</u> \$625	<u>Premium</u> \$875	<i>Benefits:</i>
Accounting software subscription	✓	✓	✓	You have 24/7 access to real-time financial data
Checking/ savings/ payroll accounts	up to 2	up to 3	up to 4	Reconciled monthly so you know your cash balance is accurate
Credit cards	--	up to 2	up to 3	Transactions posted to correct accounts monthly
Cash Flow Stmt, Balance Sheet, Income Stmt	Quarterly	Monthly	Monthly	Prepared with easy-to-understand analysis relevant to your company
Email support	Unlimited	Unlimited	Unlimited	You always have access to me
On-line conference (or phone if you prefer)	Quarterly	Monthly	Monthly	Face-to-face review of your business
Coordination with your CPA/ Tax preparer	✓	✓	✓	Year-end package plus discussion throughout the year
Trailing 12-month tracking	--	✓	✓	Overview of specific accounts to help manage your business
Key Performance Indicators	--	--	✓	Metrics important to you

Additional services available:

Prior months' cleanup
 Xero training
 Additional bank/ credit card accounts
 Accounts receivable invoicing/ reporting
 Customer statement preparation
 Accounts payable preparation/ reporting
 Expense report management
 1099 reporting
 Budgeting
 Benchmarking
 Industry specific reports
 Loan payment accounting
 In-house bookkeeping review

Note: These are sample packages. Every business is unique and Capstone will build a custom proposal tailored to your specific needs and requests.



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