



**TOTAL ACCOUNTING**  
— FOR SMALL BUSINESS —



ACCOUNTING+  
TAXES+  
PAYROLL+  
CONSULTING+

# ACCOUNTING +



**TOTAL ACCOUNTING**  
—FOR SMALL BUSINESS—  
480-213-5809

Recordkeeping is not only a legal requirement, but one of your most powerful tools when evaluating your business. Numbers really do have plenty to say!

*What do your financial reports say about you?*



**ACCOUNTING SERVICES CUSTOMIZED TO FIT THE SMALL BUSINESS OWNERS' NEEDS** | Not all accounting is created equal. Let us customize an accounting package that fits your company's needs without paying for services you will never need!

**RECONCILIATIONS** | We will reconcile your bank, credit card and loan statements.

**DATA INPUT** | We will input your expenses into QuickBooks for you based on the statements provided or downloaded. It is your responsibility to review and clarify the correct categories of business expenses.

**FINANCIAL STATEMENTS** | We will prepare the following statements: Profit & Loss Statement with %; Profit & Loss Statement with Year-to-Date; Balance Sheet; and Statement of Cash Flows. We give guidelines on how to read them and spot trends in your business.

**INDUSTRY ANALYSIS REPORTS** | Based on your financial statements, we will prepare an in-depth analysis of your business compared to your industry. Every industry has key performing indicators that we review with you to keep you focused on your business goals and objectives.

**JOB COST ANALYSIS** | Do you have specific cost centers? We will create reports to help you compare and contrast the different classes. Financial statements would also include the Profit & Loss Statement by Class and a consolidated column.



## + TAXES

*Let us help you stay current and compliant with all your tax reporting needs.*

We can also help you evaluate tax strategies to protect your assets and cash flow, making the necessary adjustments as you grow your business.



### TAX SERVICES CUSTOMIZED TO FIT THE SMALL BUSINESS OWNERS' NEEDS

Collecting and paying your taxes demonstrates responsibility and professionalism. However, proper tax planning and strategies should be utilized to maximize your tax savings.

**MONTHLY TAXES** | We will prepare your local state and city Transaction Privilege Taxes. It is your responsibility to sign, date and pay any tax due by the required deadline.

**QUARTERLY TAXES** | We can help you calculate estimated quarterly taxes if you are an individual or corporate taxpayer. It would be your sole responsibility for paying the tax by the due date.

If you calculate your own payroll and only need assistance with the quarterly payroll reporting, we can prepare those for you. It would be your sole responsibility for paying the tax by the due date.

**ANNUAL TAXES** | Although technically it is not a tax, we will prepare your annual report with the Arizona Corporation Commission if you are a registered corporation. It would be your sole responsibility for paying the annual fee by the due date.

We offer income tax preparation for Individuals, Partnerships, C Corporations, S Corporations, single-member LLCs, and simple trusts. It would be your sole responsibility for paying the tax by the due date. The price depends on the complexity of the return. There are special discounts for multiple returns and pre-payment. **Basic returns include:**

#### INDIVIDUALS & TRUSTS

- + 1040, 1040A, 1041
- + One state
- + Schedule A
- + Schedule B
- + E-filing

#### SINGLE MEMBER LLCs

- + Schedule C

#### CORPORATIONS

- + 1120S, 1120
- + One state
- + Depreciation schedule and forms
- + E-file federal
- + K-1s for S Corps

#### PARTNERSHIPS

- + 1065
- + One state
- + Depreciation schedule and forms
- + E-file federal
- + K-1s for Partnerships



Payroll is one of the most highly regulated tax that has the stiffest penalties associated with them.

*Let us offer you peace of mind by helping you navigate the tax code and regulations.*



## **PAYROLL SERVICES CUSTOMIZED TO FIT THE SMALL BUSINESS OWNERS' NEEDS**

Our online payroll processing center has made paying your employees and contractors as simple as 1-2-3. All the tax deposits are made for you. All the quarterly and annual reports are filed for you.

### **PAYROLL FEATURES INCLUDE :**

- + Simple three step process
- + Automatic calculation, filing and payment of all federal, state and local payroll taxes
- + Employees have their own login
- + W-2s and 1099s are posted online
- + View payroll reports within hours of approving
- + Edit employee information
- + Access to online help library
- + Award winning customer service through online chat or telephone support
- + Direct deposit at no extra charge
- + Industry leading security to keep your data safe, secure and available
- + Tax calculators
- + Articles, videos, FAQs and payroll blogs

### **ADD-ON FEATURES INCLUDE :**

- + 401k access over 350 small business focused funds
- + Health insurance competitive prices from top carriers
- + Pre-employment screening - make better, safer hiring decisions
- + Workers' compensation affordable pay-as-you-go solution



## + CONSULTING

*You've studied and worked hard at becoming an expert in your trade or service.*

We've also spent years developing business plans, budgets, models, strategies and affiliations with a team of business experts to help you in every aspect of your business!



### CONSULTING SERVICES CUSTOMIZED TO FIT THE SMALL BUSINESS OWNERS' NEEDS

We believe in empowerment through education. Small business owners are the lifeblood of this society. We want to provide you the tools, education and affiliations to help you navigate each roadblock. Each milestone can become a stepping stone for your company's continued success.

**FREE CONSULTATIONS** | We offer free one hour consults in QuickBooks Training, business strategy review and tax reviews.

**CONSULTING PROJECTS** | We offer a wide variety consulting projects. Whether it be a simple, one-time session to file your Articles with the Arizona Corporation Commission, or a more complex project such as helping your office go paperless, we will provide our professional services based on experience and integrity.

**Here are just a few of our more popular consulting projects:**

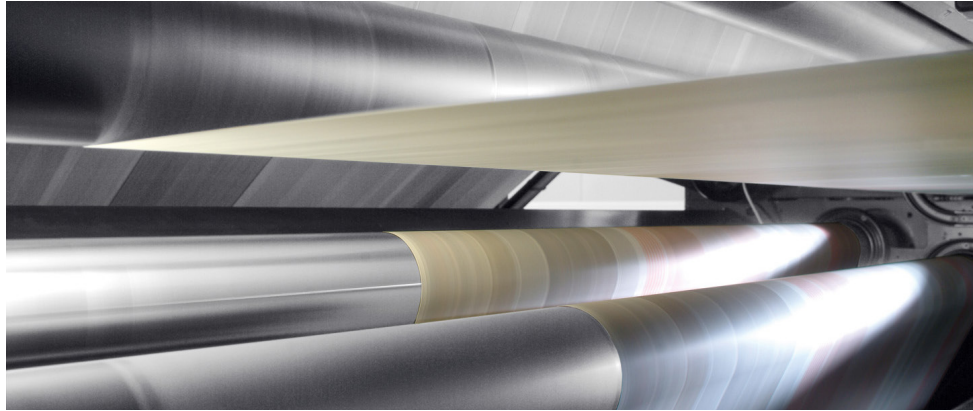
- + Annual budgets
- + Fall tax-strategy sessions
- + Entity review
- + Recordkeeping & retention review
- + Employee/contractor review
- + QuickBooks tune-ups
- + Paperless office
- + Tax representation

**VIRTUAL CHIEF FINANCIAL OFFICER SERVICES** | This subscription service is a great alternative for small business owners. A CFO's responsibility to work with the business owners to define goals and objectives in all aspects of business. They help prepare annual budgets and analyze the cash flow position for policy changes, capital financing and major investment opportunities. Because small business owners are not in need of these services on a full-time basis, this is an excellent option to have access to professional associates on an as-needed basis

# PRICING +



**TOTAL ACCOUNTING**  
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## ACCOUNTING :

<b>\$25/PAGE</b>	Data Input
<b>\$10/STATEMENT</b>	Reconciliations
<b>\$50</b>	Financial Statements
<b>\$25</b>	Industry Analysis Reports
<b>\$10</b>	Job Cost Reports

## TAXES :

<b>\$25/RETURN</b>	Monthly Taxes
<b>\$50/QUARTER</b>	Quarterly Payroll Reports
<b>\$50</b>	Annual Online Filing
<b>\$150</b>	*Income Taxes, Basic
<b>\$30 EACH</b>	Additional Schedules
<b>\$20 EACH</b>	Additional Forms
<b>\$25 EACH</b>	Additional State Return

*\*Bookkeeping rates of \$50/hr may apply if no financial statements are provided for business returns.*

## PAYROLL :

**\$75/MONTH + \$2/EMPLOYEE**

*No additional year-end fees for W-2s or 1099s*

**MINIMUM \$45 FEE IF NO PAYROLL PROCESSED DURING THE MONTH.**

*Additional charges may be due if services terminated prior to year-end and annual reports will be requested.*

## CONSULTING :

### FREE CONSULTATIONS

<b>\$100</b>	Entity Strategy Session
<b>\$400</b>	QuickBooks Tune-up, limit 8 hrs
<b>\$100/ENTITY</b>	Fall Tax Strategy Session
<b>\$75/MONTH</b>	Virtual CFO Services
<b>\$100 + FILING FEES</b>	Entity Formation with ACC (between Entity strategy & Fall tax strategy)
<b>\$100 + FILING FEES</b>	Entity Amendments with ACC (between Entity strategy & Fall tax strategy)

*\*Consulting projects quoted on a per-project basis*



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**+ ORDER**

Description	Units	Cost Per Unit	Amount
Entity Formation with ACC		100.00	\$-
Associated Filing Fees Entity		75.00	\$-
Amendments with ACC		100.00	\$-
Associated Filing Fees		75.00	\$-
Fall Tax Strategy Session		100.00	\$-
QuickBooks Tune-up (Limit 8 hrs)		400.00	\$-
Entity Strategy Session Accounting		100.00	\$-
Services (hourly) Tax Services/		35.00	\$-
Consulting (hourly)		50.00	\$-
			\$-
			\$-

Discounts	Amount
Multiple Entity Discount	50% \$-
Early Bird Special	100.00 \$-

IF PAYING BY DEBIT/CREDIT CARD:	Invoice Subtotal	\$-
	Discounts	\$-
_____ Visa/MasterCard		
_____ Expiration Mo/Year		
_____ Cardholder Name		
_____ Signature	Deposit Received	
<b>TOTAL</b>		

See Limited Service Terms and Agreement for payment details.

**Thank you for your business!**



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