

BUSINESS SETUP & BOOKKEEPING SERVICES		
Service	Description	Price
Initial Consultation, 30 minutes	Introduction & discussion of your business needs (bookkeeping, payroll, licensing, taxes)	Free
Start Up & Consultations	Discussion tailored to your business, including: Choosing a Corporate Formation Setting Up a Bookkeeping System Applying for Tax Accounts & Licenses Setting Up Payroll System QuickBooks Set Up & Review	\$110/hour
Corporate Formation - LLC	LLC (Trade Name Research, Fed Tax ID, CO State Filing, Corporate Documents)	\$350/LLC
Corporate Formation - S Corporation	S Corporation (Trade Name Research, Fed Tax ID, S Corp Election, CO State Filing, Corporate Documents)	\$375/S Corp
Routine Bookkeeping	Hourly Fees or Monthly Fixed Agreement	Range from \$65/hour to \$350/month
Corporate Tax Return	Based on fully reconciled books.	\$400- \$650/return
Not-for-Profit Tax Return	Based on fully reconciled books.	\$350 - \$650/return
PAYROLL SERVICES		
Payroll Service Set-Up Fee	Initial Set-Up	\$50/client
1 - 5 employess	Monthly	\$65/month
1 - 5 employess	Semi-Monthly (must use online entry)	\$95/month
1 - 5 employess	Weekly (must use online entry)	\$115/month
Additional Employee or Emergency Check		\$10/each
W-2, W-3, 1099 & 1096 Preparation		\$15/form
941, 940, State Withholding, Unemployment, W-2, W-3	Quarterly (when enrolled in ongoing service)	included
941, 940, State Withholding, Unemployment	Quarterly (when not enrolled in ongoing service)	\$110/hour
Add'l Payroll Filings (i.e. City Tax Returns)		\$110/hour
E-Mailing Reports/Paystubs	following each payroll	included
Mailing &/or Faxing Reports/Paystubs	following each payroll	\$5/period