

RS BOOK-KEEPING SERVICE PACKAGES



SOLE
TRADER
STARTER

from £65/month



SMALL
BUSINESS
BOOSTER

from £85/month



SMALL
BUSINESS
TURBO

from £105/month



MEDIUM
BUSINESS
ROCKET

from £130/month

One hour free initial consultation	✓	✓	✓	✓
Computerised Bookkeeping	✓	✓	✓	✓
Accounts Receivable - Processing Customer Invoices / Payments	✓	✓	✓	✓
Accounts Payable - Processing Supplier Invoices / Payments	✓	✓	✓	✓
Nominal Ledger Journals	✓	✓	✓	✓
Processing Expenses	✓	✓	✓	✓
VAT Returns	✓	✓	✓	✓
Profit and Loss Monthly or Quarterly	✓	✓	✓	✓
Liaise with your Accountant	✓	✓	✓	✓
Preparation of Information for Accountant at the Year End	✓	✓	✓	✓
Free documents delivery / pick up service within 20 miles radius	✓	✓	✓	✓
Free monthly or quarterly consultation	✓	✓	✓	✓
Free email, telephone calls, printing and postage	✓	✓	✓	✓
Bank Reconciliations* from £10 per additional account	✓	1 account*	up to 3 accounts*	up to 3 accounts*
Inventory	✓	✓	✓	✓
Maintenance of Fixed Asset	✓	✓	✓	✓
Payroll Processing* £4.90 per additional employee	✓	✓	up to 3 employees*	up to 5 employees*
Payroll Reconciliations	✓	✓	✓	✓
Aged Debtor Report	✓	✓	✓	✓
Aged Creditors Report	✓	✓	✓	✓
Credit Control	✓	✓	✓	✓
Payroll Reports	✓	✓	✓	✓