

The Upkeep, LLC

Choose from weekly, monthly or basic flat fee packages.



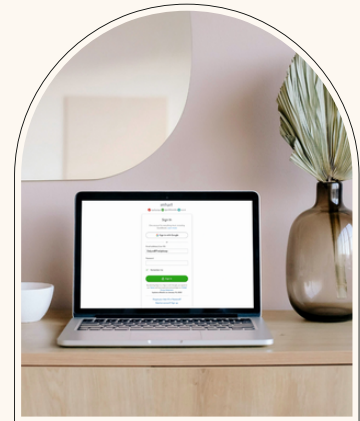
Weekly Services \$1800/month

- Enter Bookkeeping Transactions (AP & AR)
- Monthly Bank Reconciliations
- Sales Tax Filings
- AR - Invoicing & Collections
- AP - Coordinating with vendors and paying company bills
- Payroll management and light HR
- Budgeting & Detailed Reporting
- Bank Account Management



Monthly Services \$1200/month

- Enter Bookkeeping Transactions (AP & AR)
- Monthly Bank Reconciliations
- Sales Tax Filings
- AR - Invoicing & Collections



Basic Services \$650/month

- Enter Bookkeeping Transactions (AP & AR)
- Monthly Bank Reconciliations
- Sales Tax Filings

ADDITIONAL SERVICES

FEES

| | |
|-------------------------------|----------|
| One Time Set Up Fee | \$500.00 |
| Clean Up Hourly Rate | \$55.00 |
| 1099 Filings for 1-10 Vendors | \$100.00 |
| 1099 Filings for 10+ Vendors | \$250.00 |