All paperwork required can be scanned & emailed or copied & posted throughout the trading year thus no need to take up your valuable time and this enables us to work remotely on your behalf no matter where you are based.

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| --- | --- |
| **Detailed Fee Tariff** |  |
| ***If you are a new business in your first trading year we will be happy to discuss a discount on the below tariff.*** |  |
| The Tariff below is for our book keeping Payroll & admin services. |  |
| Please telephone for any other quote required -Thank you. |  |
| 01442 270583 – 07786 137135 - booksandmore123@gmail.com |  |
| *Service Detail* | *Fee* |
|  |  |
| ***Tax Return Only Completion*** *(including submission to HMRC)* |  |
| Personal Tax Return | £75.00 |
|  |  |
| The Fees quoted in this section will be discounted if you also take our book keeping services as described below and spread payments on a monthly basis throughout the year. |  |
| ***Trading Accounts Preparation*** *(including submission to HMRC)* |  |
|  |  |
| Sole trader - inc CIS Personal Tax Return | *£150.00* |
| Partnership - inc Personal Tax Return x 2 | *£350.00* |
| Small Business – inc Personal tax Return | *from £350.00* |
|  |  |
| ***VAT Returns Preparation*** *(excluding bookkeeping)* | *£25.00* |
|  |  |
| ***Bookkeeping Service*** *(per month)* |  |
|  |  |
| 1 - 100 sales & expense transactions per month | *£36.00* |
| 101 - 200 sales & expense transactions per month | *£42.00* |
| 201 - 300 sales & expense transactions per month | *£48.00* |
| 301 - 400 sales & expense transactions per month | *£54.00* |
| Additional sales & expense transactions per month | *£0.10* |
|  |  |
| ***Payroll & Workplace Pension Service*** *(per payrun)* |  |
| (including payslips and end of year return submissions) |  |
|  |  |
| 1-3 employees per month | *£25.00* |
| Thereafter every additional employee per payrun | *£2.00* |
|  |  |
| ***Ad Hoc Tax Work*** - Please call for quote |  |
|  |  |
| **Initial consultation** | Free |