

MONTHLY BOOKKEEPING PACKAGE

# Bookkeeping Core

Reliable Books. Regular Check-Ins.

**\$749**

per month

Save 10% with a 12-month agreement.

*Basic keeps your books accurate. Core starts helping you run the business.*

Every month, your books are recorded, reconciled and reported, and we walk through your results together and talk about what to do next.

## Who It's For

- Small businesses that need reliable monthly bookkeeping and regular check-ins.
- Up to 3 bank or credit card accounts and about 150 transactions a month.
- Owners who want to understand their numbers, not just have them recorded.

## Questions Core Helps You Answer

- “ *Why is cash tight when sales are up?* ”
- “ *Is this month better or worse than last, and why?* ”
- “ *Where is my money actually going each month?* ”

## What's Included

- ✓ **Monthly Transaction Recording** – Every sale, expense and payment accurately recorded.
- ✓ **Bank and Credit Card Reconciliations** – Your books match your statements.
- ✓ **Payroll Entries** – Payroll recorded accurately in QuickBooks. Payroll processing is available as an add-on.
- ✓ **Monthly Financial Statements** – Profit and Loss, Balance Sheet and Statement of Cash Flows.
- ✓ **QuickBooks Online Subscription** – Included.
- ✓ **Monthly Business Review** – We walk through your results, point out what we find and suggest next steps.
- ✓ **Year-End Package** – Tax-ready books, year-end reports and support for your tax preparer.
- ✓ **Weekday Support** – Monday through Friday, from someone who knows your books.

## Why It Matters

Accurate books aren't just for tax time. They help you:

- Avoid costly mistakes.
- Spot trends and problems early.
- Make spending, pricing and hiring decisions with real numbers.

## Who Handles Your Books

You work directly with Lorelei Hughes, founder of Claritas. The same person who records your books leads your monthly reviews, so nothing gets lost in a handoff.

## Upgrade When You're Ready

Need accrual accounting, a budget or a KPI dashboard? Move up to Bookkeeping Plus anytime. Over your limits two months in a row? We'll move you up, with no disruption.

**Good to know** – Add-ons available: Payroll Processing, W-2 Filing, 1099 Filing and Sales Tax Filing. With a 12-month agreement, you save 10% and QuickBooks Setup (\$150) is free. We don't prepare or file tax returns.

## Questions about your quote?

Call or email anytime. You'll hear back from Lorelei directly.

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