

YES U CAN 4 BUSINESS SOLUTIONS

Bookkeeping Solutions for Small Businesses



‘Keeping the *of your business beating*’

Whether you are a start up or have been in business for some time, we appreciate that your needs are unique therefore, at ‘Yes U Can 4 Business Solutions’ we take the time to understand your business and your specific requirements.

- Bookkeeping packages start from only **\$147** per month
- One time set up fee of **\$199**
- No Hourly rates, No Hidden charges
- No Contracts, No Cancellation Fees
- Efficient, Friendly, Honest, Reliable Service (*Integrity is our No. 1 Value!*)
- Includes initial consultation to ensure your needs are met
- Ongoing Business Consultations when required at No Cost to YOU
- BAS Reports & Support FREE
- Monthly Reports to keep you up to date with the running of your business. **Know what you earn and what you spend. Know what you owe and what you are owed!**
- Set up of Data File including a new chart of accounts (or use one prepared by your accountant)
- Bank Statements reconciled monthly
- Data backed up and stored.
- End of year file sent to you for use by your accountant for Tax preparation (files can also be sent quarterly or monthly if required by your accountant)
- All prices inclusive of GST
- Payroll preparation will incur an extra fee (see below)

Payroll Services:

- Simple and fixed pricing
- **\$5** per employee per payroll
- No Contracts
- You email your employees hours/pay and we process the payroll for you (holiday pay, sick leave entitlements, superannuation etc recorded to make life easier for you)

BAS Preparation:**

- BAS reports prepared monthly or quarterly depending on your schedule
- Full support available
- No charge for this service

Packages:

Yes U Can 4 Business Solutions offers three bookkeeping packages: **Monthly, Fortnightly & Weekly**. If you need a customised solution please give me a call on **0430 118 733** or email susan@yesucan4businesssolutions.com.au

'SILVER Solutions' MONTHLY Package

Pricing:

- **\$147** per month (includes 50 transactions)
- Additional transactions charged at the rate of 99 cents per transaction
- One time set up fee on MYOB: **\$199**

What I need from you:

1. At the end of each month, you send us your bank, credit card and other necessary statements plus BAS, payroll etc via email or post
2. We enter the data and prepare your reports
3. BAS, Superannuation, Redundancy, Payroll Tax, PAYG Reports etc will be sent to you monthly or quarterly depending on your schedule
4. We email the reports to you and enclose a copy of your tax invoice for payment within 7 days

Reports Included:

- Accounts Receivable – AR Report (debtors)
- Accounts Payable – AP Report (creditors)
- Superannuation, BAS, PAYG Reports as required
- Profit & Loss
- Balance Sheet

'GOLD Solutions' FORTNIGHTLY Package

Pricing:

- **\$297** per month (includes 100 transactions)
- Additional transactions charged at the rate of 99 cents per transaction
- One time set up fee on MYOB: **\$199**

What I need from you:

1. Every fortnight, you send us details of your invoices, bills, payments, deposits etc by email or post. Additionally, at the end of each month, you send us your bank, credit card and other necessary statements
2. We enter the data and prepare your reports
3. BAS, Superannuation, Redundancy, Payroll Tax, PAYG Reports etc will be sent to you monthly or quarterly depending on your schedule
4. We email the reports to you and enclose a copy of your tax invoice for payment within 7 days

Reports Included:

- Accounts Receivable – AR Report (debtors)
- Accounts Payable – AP Report (creditors)
- Superannuation, BAS, PAYG Reports as required
- Profit & Loss
- Balance Sheet

'PLATINUM Solutions' WEEKLY Package

Pricing:

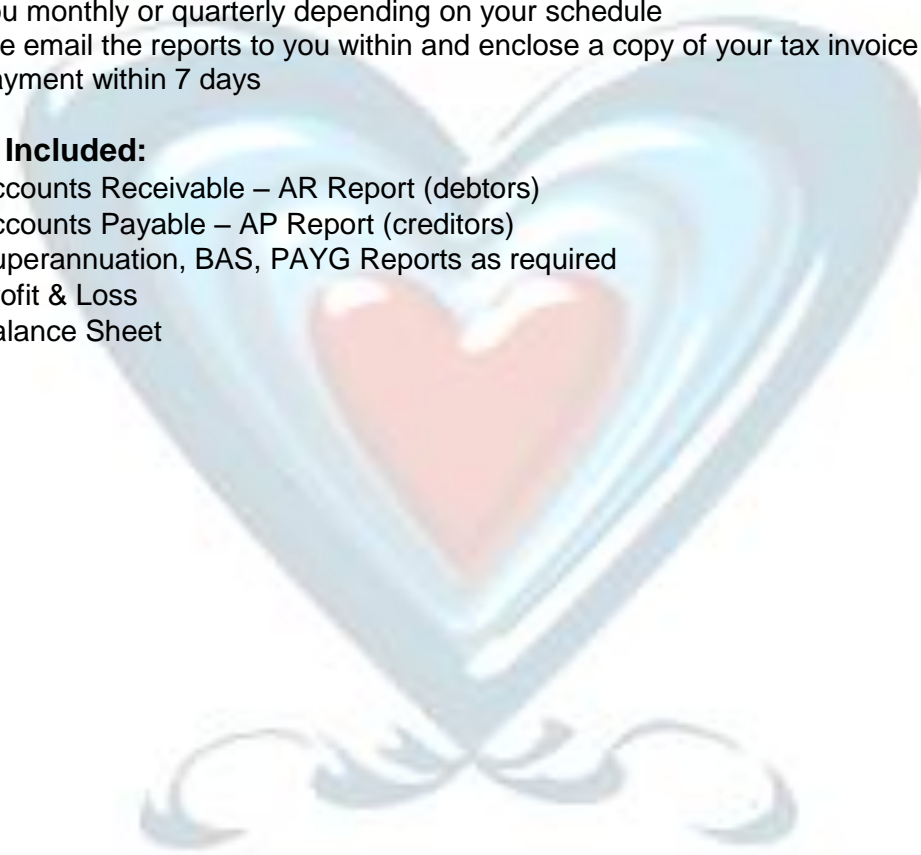
- **\$547** per month (includes 200 transactions)
- Additional transactions charged at the rate of 99 cents per transaction
- One time set up fee on MYOB: **\$199**

What I need from you:

- 1 Every week, you send us details of your invoices, bills, payments, deposits etc by email or post. Additionally, at the end of each month, you send us your bank, credit card and other necessary statements
- 2 We enter the data and prepare your reports
- 3 BAS, Superannuation, Redundancy, Payroll Tax, PAYG Reports etc will be sent to you monthly or quarterly depending on your schedule
- 4 We email the reports to you within and enclose a copy of your tax invoice for payment within 7 days

Reports Included:

- Accounts Receivable – AR Report (debtors)
- Accounts Payable – AP Report (creditors)
- Superannuation, BAS, PAYG Reports as required
- Profit & Loss
- Balance Sheet



COMPARISON of PACKAGES

	MONTHLY	FORTNIGHTLY	WEEKLY
Data required from you on a monthly, fortnightly or weekly basis, based on the package you choose	<u>At the end of the month:</u> Your bank, credit card, BAS and any other statements plus payroll if required	<u>On a fortnightly basis:</u> Details of your invoices, bills, payments, deposits, plus payroll if required <u>At the end of the month:</u> Your bank, credit card and any other statements	<u>On a weekly basis:</u> Details of your invoices, bills, payments, deposits, plus payroll if required <u>At the end of the month:</u> Your bank, credit card and any other statements
Access to Data File when required	√	√	√
Reports delivered via email	√	√	√
All Bank Statements reconciled monthly	√	√	√
Package price per month	\$147	\$297	\$547
Number of transactions included	50	100	200
Price per additional transaction	99 cents	99 cents	99 cents
One time set up fee on MYOB	\$199	\$199	\$199
Data Backup & Storage	FREE	FREE	FREE
One on One Consultations when necessary	FREE	FREE	FREE

**All prices inclusive of GST

We have been clients of Susan's for the past few years in which she has tutored us in MYOB and been our book keeper for our family business.

We have found Susan to be trustworthy, reliable, extremely patient, encouraging, an excellent teacher, thorough, and her attention to detail is impeccable. Susan's positivity and "we can do it" attitude has pulled us through our most stressful times, finding resolutions to many issues that have challenged us.

We have recommended Susan's professional services to many colleagues and friends, and will continue to do so in the future.

Craig & Bec, Roleystone, WA

I hate bookwork and because of that I have had several bookkeepers in the past. I have heard the promises of, "Don't worry, I'll do the work and worry for you".

Until I met Susan from 'Yes U Can 4 Business Solutions,' those promises were not fulfilled. Now I can send all my paperwork to Susan, confident that it will be all sorted and sorted very well without any additional stress to me.

It's great that I can concentrate on doing the work I love and leave the business solutions to Susan.

Jamie Thomas – Hairrods for Hair, Roleystone

When I first met Susan I was in a bit of a rut with my business. I was working hard and had lost the drive and the ambition to expand and I wasn't really sure how to do it anyway. I had just received a huge bill from my accountant because I had been doing my books myself and they weren't done properly and, all my receipts were stuffed in a box which created more work for him.

Susan helped me to get my office and my bookwork systemised and organised and we also worked on growing my business so I could position myself as a supervisor rather than labourer.

Thanks to Susan for her guidance, support and encouragement. I would recommend Susan to anyone in business whether it be for growth or for a more organised way of doing things. My life is certainly so much easier now that I have my accounts under control and a clear idea of where I am headed and, how I will get there. I would also recommend Susan for her integrity, her professionalism and her ability to get results.

Paul Arnold – FHI Bathrooms – Perth

Susan Briggs is a woman with a very high level of integrity, willing to go the extra mile to meet the brief but also conscious of where she begins and ends in a project.

Susan has a wonderful sense of humour and very good listening skills, able to ask appropriate questions and analyse the need.

I'd highly recommend Susan for any position that involves trust and organisational skills, as well as determination and stickability, as I find her highly self-motivated and disciplined, with the ability to bring organisation out of chaos, and at the same time, build confidence in her clients.

Hayley Solich – The Creaticians -Dianella, WA