Freelance Accounting *Proposal*

Keep your books up to date, reconcile your accounts, and see what customers owe you and what you owe suppliers.

MONTHLY SERVICES

What we handle

Bookkeeping

Record and categorize sales, expenses and payments. Flag entries that need supporting documents.

Bank and card reconciliation

Match statements to the books and flag missing, duplicate or unmatched transactions.

Receivables and payables

With the Growth plan, review unpaid invoices and supplier bills by due date and overdue balance.

Monthly reporting

Receive a profit and loss summary, a reconciliation status update and a list of items that need your attention.

YOUR ACCOUNTANT

Nareg Janbazian

Technicien Supérieur (TS) in Accounting and Audit Expertise
Based in Lebanon · Remote bookkeeping available

TOOLS

QuickBooks and QuickBooks Online
Microsoft Excel · Odoo · SAP Concur Wizard · Wire · Other tools as needed

PRICING AND TERMS

Bookkeeping plans

Indicative monthly fees in USD for one business. Your quote is confirmed after a review of transaction volume, accounts and the condition of your books.

STANDARD

FROM

$200 / month

- **6 hours a week**
- Up to 100 transactions per month
- Up to 2 bank or card accounts
- Bookkeeping and reconciliation
- Monthly profit and loss summary

GROWTH

FROM

$350 / month

- **Up to 12 hours a week**
- Up to 250 transactions per month
- Up to 4 bank or card accounts
- Bookkeeping, reconciliation and reporting
- Customer and supplier aging reports

ONE-TIME WORK

Setup, catch-up bookkeeping and clean-up are quoted separately after reviewing the records.

How we work together

Onboarding and delivery

Share recent statements, invoices and your accounting setup. We agree on a document cutoff and a reporting date. Missing records can move delivery.

Billing and scope changes

Monthly fees are billed in advance. Work beyond your plan limits and software subscriptions are priced separately. Extra work starts after your approval.

Service boundaries

Tax and VAT filings, payroll processing and statutory audits are outside this proposal's scope.

Access and confidentiality

Share records through an agreed secure channel. Where available, use a separate accountant login with only the required access.

Request a quote

Share your monthly transaction count and the number of bank and card accounts.

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