

Professional eCommerce Bookkeeping Service

Why?

- Maintain accurate financial information
- Remove the daily grind of entering in sales data
- Avoid costly mistakes
- Achieve peace of mind

Let BudgetEase relieve the stress related to reconciling data from your online store, bank, and marketplaces. With our systems, we will be able to provide you accurate and timely information to make better business decisions.

What you will receive:

Traditional Bookkeeping Services:

- ✓ Enter transactions into QBO bank register (up to 100 total transactions per month)*
- ✓ Bank Reconciliations (2 bank accounts or credit cards)*
- ✓ Enter Payroll for 1-5 employees into QBO (Not process or submit payroll through provider)*
- ✓ Detailed review of your QuickBooks file
- ✓ Prepare and present monthly/quarterly management reports including P&L, Balance Sheet, & Sales by product*
- ✓ Consultation to discuss efficiencies and suggestions (1 hour/month)*

eCommerce Focused Bookkeeping Services:

- ✓ Reconciliation of daily or weekly sales for up to two (2) online store platform or marketplaces**
- ✓ Reconciliation of merchant services deposits to your bank (QBO bank feed)**
- ✓ Cost of Goods Sold calculations for each month of sales
- ✓ Monthly inventory review (up to 10 products) and reconciliation against inventory held at 3PL of fulfillment service*L
- ✓ Preparation of CAT and Sales tax*
- ✓ Subscription fees for software stack – QBO, Webgility, Bill.com & Avalara

Yes, I want BudgetEase to be part of our team to keep my financial information accurate and current.

Company



Signature

Date

*Additional number of items to be created, reviewed or reconciled outside of limit may result in additional fees.

**Use outside of preferred providers may result in additional fees. Please see list of preferred providers.

L - Use of multiple inventory locations is subject to additional fees for monthly reconciliation

