



Accounting and Bookkeeping Services

Core plan

Our fees are based on the expenses you will incur per month.

<u>Fees</u>	<u>Estimated expenses per month</u>
\$100/month	Up to \$10,000
\$200/month	Up to \$25,000
\$300/month	Up to \$50,000
\$400/month	Up to \$75,000
\$500/month	Up to \$100,000
\$600/month	Up to \$125,000
Please contact	Above \$125,001

What you will get for the above fees

- Corporate Income Tax – Form C-S & ECI Filing
- Monthly bookkeeping
- Balance Sheet
- Balance Sheet Schedules
- Profit & Loss Statement
- General Ledger (GL)
- Monthly Management Accounts
- Recording Manual Journal Entries such as Salaries and CPF
- Depreciation, Amortization Entries
- Interest Expenses, Bank Charges Entries
- Trial Balance Report
- Bank Reconciliation
- Customized Chart of Accounts
- Maintaining Proper Accounting Records in accordance with SFRS (I)
- Email support
- If you are GST Registered, +\$100/month
- If you are audited, +\$1,800/year for audit liaising

Don't see what you need above? Perhaps you can consider our Advanced plan next page.



Accounting and Bookkeeping Services

Advanced plan

Our fees are based on the expenses you will incur per month.

<u>Fees</u>	<u>Estimated expenses per month</u>
\$200/month	Up to \$5,000
\$400/month	Up to \$20,000
\$600/month	Up to \$35,000
\$800/month	Up to \$50,000
\$1,000/month	Up to \$65,000
\$1,200/month	Up to \$80,000
Please contact	Above \$80,001

What you will get for the above fees

- Everything in **Core plan**
- Creating sales invoices
- Sending sales invoices
- Monthly AR/AP tracking and aging report
- Supplier email forwarding
- Supplier liaising and invoice reconciliation
- Monthly disbursement services (e-banking)
- Inventory journals and tracking
- Quarterly GST preparation and filing
- Audit liaising with your appointed auditors
- Expedited books delivery
- Project listing maintenance and tracking
- Dedicated account manager line – phone support
- **Weekly AR/AP tracking, - Custom pricing**
- **Weekly disbursement services (e-banking), - Custom pricing**
- **Accounts consolidation, +\$300/month**
- **HR and payroll, +\$30/employee/month**

Prefer to be billed by per transaction basis? Please contact the sales team.



FAQ

Q: Can you come over to my office to key in my accounting software, which is installed in my computer?

A: No. We use QuickBooks or Xero, which is a cloud accounting software you can access anywhere.

If you already have an accounting software, I recommend you migrate the data to cloud accounting software.

Q: What do you mean by billed by expenses?

A: Your monthly accounting fees is based on the average monthly expenses you incur. The more expenses you incur, the higher is the accounting fees.

Q: What is included in the expenses?

A: Everything that appears in the P&L statement. Some examples include the following: rental, payroll, administrative expenses, cost of goods sold and interest expense.

Expenses does not include dividend declared.

Q: Can I switch to billing by transactions basis?

A: Yes, you can. Please contact our sales team to download the transaction basis fees.

Q: What is AR/AP tracking?

A: It is Accounts Receivable/Accounts Payable tracking. It shows you the amount your customers is owing you as at month end and how much do you owe your suppliers.

Our plan includes monthly AR/AP aging report (once a month). You can have the option to switch to weekly for an additional custom quotation.

Q: What is supplier email forwarding?

A: First, you can request your suppliers to email the invoices to accounts@yourcompany.com.

Next, request your IT to forward any emails sent to accounts@yourcompany.com to be forwarded to accounts@tianlong.com.sg. And lastly, we will key in invoices received from your suppliers.



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Contact us today!