



Bookkeeping Services – Accounts Receivable

Fees

\$100/month Number of invoices
Up to 20 per month

Additional \$1 to \$3 per incremental invoice, depending on number of invoices

Statement of Work

- Sales Data Entry
- Creating Invoices
- Sending Invoices
- Tracking Bank Receipts
- Editing Sales Contract
- Tracking Cheques Received
- Tracking Advanced Receipts
- Tracking Overdue Receipts
- Monthly AR Aging Report
- Following Up On Payment

Optional

- Sales KPI and Analysis Report (+\$170/month)
- Documents Collection (+\$40/trip)

What you can expect

You will have access to your bookkeeper's via WhatsApp or email as though we are your in-house staff – only difference is working remotely.

FAQs

Fees for **weekly** bookkeeping and reporting:

\$500/month Number of transactions
Up to 100 per month Additional \$1 to \$3 per incremental invoice, depending on number of invoices.

Fees for **semi-monthly** bookkeeping and reporting:

\$300/month Number of transactions
Up to 50 per month Additional \$1 to \$3 per incremental invoice, depending on number of invoices.

We use Xero/QuickBooks/Wave for accounting and bookkeeping.



Detailed Statement of Work

Sales Data Entry

We will key in all the sales incurred in your business. Just provide us with the invoices/POS data, or if there are none, you can simply WhatsApp or email your bookkeeper to record any specific sales.

Creating Invoices

We will create all invoices to be sent to your customers. Just provide us with the contracts, or if there are no contracts, you can simply WhatsApp or email your bookkeeper to create any invoices.

Sending Invoices

All invoices are created and sent via the accounting software.

Tracking Bank Receipts

We will track all incoming receipts via your bank account and match it to an invoice. If your customers paid partially or paid the wrong amount, we will let you know.

AR Aging Report

We will prepare a report showing which customers are still owing you money, based on the invoices issued and money received.

Editing Sales Contract

You may need someone to edit a fixed template sales contract – could be for employment agencies, real estate, or commodities trading. We will be able to assist.

Our Mission

To save business owners time from doing administrative work and provide reports for them to take appropriate action.