

## Comparison of Client Accounting & Advisory Service Levels 4/291/2022

	Virtual Bookkeeping	Virtual Back Office	Virtual Controller	Virtual CFO
<b>Objective:</b>	Historical Record Keeping	Real Time Financial Visibility	Enhanced Reporting and Automation	Scale Your Business
<b>Services:</b>				
Accounts Receivable		✓		
Accounts Payable		✓		
Banking Transactions	✓	✓		
Payroll Processing	Invoiced Separately	Invoiced Separately		
Payroll Posting	✓	✓		
Electronic Recordkeeping	✓	✓		
1099 Processing	Invoiced Separately	Invoiced Separately		
Monthly Close	✓	✓		
Financial Reporting	✓	✓	✓	✓
Management Reporting		✓	✓	✓
Dashboards/KPIS		Basic	Basic	Customized
Processes			✓	✓
Controls			✓	✓
Automation	Minimal	Minimal	Basic	Enhanced
Annual Financial Plan				✓
Cash flow planning				✓
Strategic Guidance				✓
Bank relationships				✓
Business reviews				✓
Growth Recommendations				✓
<b>Service Levels:</b>				
<b>Scheduled Bookkeeper Meetings</b>	1 monthly virtual meeting with bookkeeper. Additional meetings billed hourly at \$115/hr.	2 virtual meetings per month with bookkeeper		
<b>CPA/Advisory Meeting</b>	billed at our current hourly rate - \$250/hr.	billed at our current hourly rate - \$250/hr.	2 virtual meetings per month with Controller	4 virtual meetings per month with CFO
<b>Transaction Processing</b>	30 days	4-5 days		
<b>Projects:</b>				
<b>Review/Audit Management</b>	Invoiced Separately	Invoiced Separately	Invoiced Separately	Invoiced Separately
<b>Document Prep for Taxes</b>	Invoiced Separately	Invoiced Separately	✓	✓
<b>Tax preparation</b>	Invoiced Separately	Invoiced Separately	Invoiced Separately	✓
<b>Due Diligence</b>		Invoiced Separately	Invoiced Separately	Invoiced Separately
<b>Board Meetings</b>			Invoiced Separately	✓
<b>Insurance Review</b>			Invoiced Separately	✓
<b>Ad hoc projects</b>	Invoiced Separately	Invoiced Separately	Invoiced Separately	Invoiced Separately
<b>Business Tangible Personal Property Tax</b>	Invoiced Separately	Invoiced Separately	✓	✓
<b>Pricing:</b>				
<b>One-time Onboarding*</b>		1 month of monthly subscription fee	1.5 months of monthly subscription fee	2 months of monthly subscription fee
<b>Monthly Subscription Cost Starting At</b>	\$1,500	\$1,900	\$3,500	\$5,000

*\* Onboarding fee will be waived for new clients that participate in an Assessment and Implementation Phase*