

## Outsourced Bookkeeping Packages for Dwyer Group Franchisees

Frequency of Service Monthly Charge Number of Bookkeeping Hours Included in Package per Month <sup>1</sup>	Monthly 230.00 3	Weekly 440.00 6	Daily 560.00 8
<b>ALL CLIENTS RECEIVE:</b>			
Electronic Document Storage & Access via Dropbox	X	X	X
Import 3rd Party Payroll transactions (when applicable)	X	X	X
Ensure credit card and banking transactions are entered into the correct accounts	X	X	X
Prepare Bank Reconciliations for all Bank Accounts	X	X	X
Prepare Credit Card Reconciliations for all Credit Accounts	X	X	X
Prepare Loan and/or Line of Credit Reconciliations (if applicable)	X	X	X
Preparation of YE Financial Statements for CPA Tax Prep	X	X	X
Provide reports for business analysis and performance evaluation	X	X	X
<b>WEEKLY BOOKKEEPING TASKS:</b>			
Record Banking Transactions (Checks / Deposits)		X	X
Record Credit Card Transactions		X	X
Sales Tax Reporting via online service		X	X
Provide Signature Ready Checks and/or Set up Online Bill Payments <sup>5</sup>			X
Process Manual Checks issued as needed for emergencies			X
<b>DAILY BOOKKEEPING TASKS:</b>			
Record Sales Transactions / Work Orders			X
Retrieve & Record Credit Card Payments from 3rd Party Merchant Service <sup>2</sup>			X
Record Customer Payments			X
Full Data Management in Zware Software			X
Maintain Vendor W-9 Info			X
<b>PAYROLL SERVICES:</b>			
Do it Yourself Payroll for 1-5 Employees (includes W2 Preparation) <sup>3</sup>	X	X	
Complete Payroll for 1-5 Employees <sup>3</sup>			X
Enrollment in Workers Comp Insurance Mgmt Program via The Pay-As-You-Go Plan <sup>4</sup>			X
Year End Processing for 1099 Contractors available - (\$20/year fee applies)	X	X	X

1 - The actual hours worked by AWS staff will be dependent on the final scope of the work and the availability, quality, and completeness of your records. Staff hours will be reviewed quarterly to ensure the average hours are equal to the amount quoted as part of the accounting package. If the quarterly average exceeds the hours shown above, the difference will be billable at an hourly rate of \$60.00/hour. Any projects outside of the scope of work listed above will be quoted and subject to approval, billable at an hourly rate of \$60/hour.

2 - Accessing 3rd Party Merchant Service will require online access provided by client. AWS will transfer data either electronically or manually, depending upon the service options allowed by the processing company.

3 - Service for payroll is provided through Intuit Online Payroll. Both options include Direct Deposit, Electronic Filing for Federal & State Taxes, and full integration with QuickBooks® Software. Do it Yourself users will be responsible for processing payroll and submitting tax payments. Complete Payroll Service is handled entirely by AWS staff.

4 - The Pay-As-You-Go Plan is an additional service available through Intuit Online Payroll and Intego Insurance Services that allows paycheck information to be transmitted to your Worker's Compensation Carrier. Workers Compensation Premiums are then calculated based upon the submitted payroll and automatically deducted from your checking account. All accounts are subject to enrollment & acceptance by Intego Insurance Services.

5 - Cost of Check Stock and Stamps are not included in Package. AWS can order supplies on your behalf (with approval) and billed separately.