

Mako Bookkeeping, LLC

Virtual Bookkeeping Services

SERVICES

Last Updated: 8/10/23

Mako Bookkeeping, LLC
Virtual Bookkeeping Services

Website: www.makobookkeeping.com

Service Type	Service	Description of Service	Price
General Consulting	Level 1	Consult with a bookkeeper.	\$30.00 Per Hour
Monthly Bookkeeping	Level 1	Receive monthly financial statements with a bank reconciliation.	\$5 Per Transaction
Payroll	Level 1	Employee payroll, contractor pay, tax deposits, and tax filing.	\$60.00 Per Month + \$25.00 Per Employee
Accounts Receivable	Level 2	Send invoices on behalf of the business owner.	5% of Net Collections Per Month
Accounts Payable	Level 2	Pay bills on behalf of the business owner.	\$35.00 Per Hour
Prior Year Books Cleanup	Level 2	An audit on your prior year bookkeeping with the recommended necessary adjustments.	\$35.00 Per Hour
Inventory Tracking	Level 3	Track inventory supply and costs.	\$40.00 Per Hour
Medical Billing Service	Level 3	Submit insurance claims, bill patients and reconcile appointments.	7% of Net Sales Monthly
Full-Charge Bookkeeper	Level 3	Outsource the management of all bookkeeping tasks and protocols.	\$40.00 Per Hour

Discounts

- *First-time customers receive your first month of services free.*
- *\$50 discount on your next invoice for referring a new client.*