

SCHEDULE of FEES 2012

Bookkeeping Services hourly rate (weekly)	\$55/hr
Bookkeeping Services hourly rate (fortnightly or monthly)	\$60/hr
Bookkeeping Services hourly rate - Rescue work (More than 3 months catch up required)	\$60/hr
Bookkeeping Services hourly rate (Senior bookkeeper, advanced or irregular bookkeeping services)	\$70/hr
Consultancy hourly rate – for file review, setup, training, support and advice	\$105/hr
Travel Time	\$55/hr
Telephone/email support	\$25
BAS Preparation, BAS Lodgement, Payment Summary Preparation (When completed as a part of the regular Bookkeeping service)	\$90
IAS Preparation, IAS Lodgement (When completed as a part of the regular Bookkeeping service)	\$40

Software, upgrades, Advantage subscriptions as per current recommended retail price.

All hourly rate contracts have the following conditions –

- Hourly charges apply to the nearest 15-minute block.
- Two hour minimum charge per visit applies to all consultancy work.
- Three hour minimum charge per visit applies to all bookkeeping work.
- Travel Time is from our office to your office – a base rate of \$15 up to 20 minutes applies, thereafter charged at intervals of 15 minutes.
- If any parking charges are incurred at your premises, they will be added on.
- Weekends and evenings after 5.30pm – a surcharge of 25%/hour will apply.
- Telephone/email support – will be charged at the discretion of Direct Management at a flat rate.
- BAS/IAS charges are in addition to the applicable hourly rate.
- Other incidentals incurred in providing the services will be charged for, at cost.
- Cancellation of appointment requires a minimum of 24 hours notice or a cancellation fee of a minimum charge rate of one hour may apply.
- Missed appointments will be billed at a minimum charge rate of one hour.
- Unless otherwise stated, any cost estimate presented in a quote is for budgetary purposes only, and is not fixed price.
- **All charges are subject to GST (10%)**
- **Our terms of payment are strictly 14 days from the date of each invoice.**