Raj’s Bookkeeping & payroll services

**PROPOSAL**

# Overview

RAJ’s Bookkeeping & Payroll Services is please to submit this proposal for General bookkeeping & payroll services. As a Bookkeeping & Payroll Services Contractor that is hired to work and provide you with high quality data entry of Accounts Payable and Accounts Receivable, Maintaining Fixed Asset Register, Debt collection, Bank Reconciliation and Payroll services as per your chosen package deal.  It helps businesses to outsource us when requiring an offsite payroll and bookkeeping services.  Specialized in Xero Adviser certification. Our motto is to not only provide bookkeeping services but to provide quality check of data entry.

# The Objectives & goals

* Improve response time for customer questions
* Hire more employees as the demand increases in the service
* To establish a strong customer relationship.
* Less training time for new projects with different software data entry processes.

# THE OPPORTUNITY

* The demand of the bookkeeping industry is expected to rise in the future, as all businesses depend on the correct entries of the accounts, therefore the reports generated, and the cash flows depends on how the in-flow and out-flow of cash occurs at a consistent basis.
* The payroll industry is also in demand, and it is an integral department of all firms. The outsourcing industry will be more of an advantage to keep an offsite payroll system due to privacy and confidential reason between employees in the firm.

# THE SOLUTION

* The Service provided by Raj’s Bookkeeping & Payroll Services, not only includes processes of data entry, but an internal quality control check will be conducted to verify the accuracy of the data is maintained.
* The service we provide is a competitive advantage over competitors.
* Flexibility in providing additional services for our client at an additional cost to meet deadlines.

# Our Proposal

Raj’s Bookkeeping & Payroll Services has a well-deserved reputation for quality customer service. We provide exceptional quality and provide significant value in meeting the client’s needs on an urgent basis also.

A vast history of qualification and expertise will be used in delivering the work to the client. The reports submitted to the client will be examined and verified before submitting.

Raj’s Bookkeeping & Payroll Services is a contractor service to work and provide you with high quality data entry and bookkeeping and payroll services as per your chosen package deal throughout Australia. It helps businesses to outsource us when requiring an offsite payroll system. To optimise the data entry for firms without impacting productivity in an unknown circumstance. Specialised in Xero Adviser certification. Our motto is to provide a Quality, Quick turnaround of work and meet the client's expectations.

# RATIONALE

The changes in the bookkeeping and payroll industry require a lot of qualified bookkeepers to achieve high-quality data and reports for businesses. Therefore, providing this unique approach of reporting to the client with a quality control check is an advantage for the firm at a lower cost.

# EXECUTION STRATEGY

We closely work with the client in terms of providing the services.

It is a very simple process to contract us. These details are put online to contact us too.

**3 Simple Steps**:

**Step 1**: View the Pricing & General Agreement sample form for your information. The proposal shall me amended as per client’s requirement.

**Step 2**: Send us an email at: admin@rajsbookkeepingandpayrollservices.com , with the choice of your package. If you require an hourly rate option, please let me know.

**Step 3**: A General Agreement form will be signed between both parties and the quotation approved, after that an email or call will be arranged to discuss or provide more information such as getting user access, from you before we start the work in progress. (For more information, please refer to the Client Requirements section of this document).

# BENEFITS A CLIENT RECEIVES

* Invoices will be raised to the client on a fortnightly basis for payment upon receiving the invoice. Saves cashflow by not paying on weekly basis as an employee.
* Contractors’ charges are clear as per contract.
* EMPLOYEE vs CONTRACTOR Benefits:
* No Obligation to pay Superannuation by the client
* No Obligation to withhold PAYG Tax by the Client
* No Obligation to pay Workcover, Payroll tax.
* No Overtime payment
* Excludes cost of Annual Leave including leave loading or Personal Leave charges to the client
* Save on internet and phone charge cost
* Save on Computer charges, office expenses, or general expenses
* Save time on paperwork via hiring of employees, including interview time etc

# Bookkeeping packages (To choose the right one that fits the requirements of your business - Ex gst)

**BOOKKEEPING PACKAGE DEALS – PRICES/SCOPE of work are based on WEEKLY BASIS**

|  |  |  |
| --- | --- | --- |
| **Standard Package Bookkeeping** | **Intermediate Package Bookkeeping** | **Premium Package Bookkeeping** |
| Adding New Customers into Xero for less than 25 Customers  | Adding New Customers into Xero for less than 50 Customers  | Adding New Customers into Xero for less than 75 Customers  |
| Creating Invoices for less than 25 Customers  | Creating Invoices for less than 50 Customers  | Creating Invoices for less than 75 Customers  |
| Adding New Suppliers into system including checking of ABN for less than 25 Suppliers  | Adding New Suppliers into system including checking of ABN for less than 50 Suppliers  | Adding New Suppliers into system including checking of ABN for less than 75 Suppliers  |
| Bank Reconciliation Maximum 2 Bank Accounts  | Bank Reconciliation Maximum 3 Bank Accounts  | Bank Reconciliation Maximum 4 Bank Accounts  |
| Sending Customer Statements to clients on a Weekly Basis via email | Sending Customer Statements to clients on a Weekly Basis via email | Sending Customer Statements to clients on a Weekly Basis via email |
| Fixed Asset register/Depreciation Schedule Report (Depreciation rates as advised by Tax agent of your company)- Less than 10 Assets | Fixed Asset register/Depreciation Schedule Report (Depreciation rates as advised by Tax agent of your company)- Less than 15 Assets  | Fixed Asset register/Depreciation Schedule Report (Depreciation rates as advised by Tax agent of your company)- Less than 25 Assets  |
| **STANDARD Package Bookkeeping- $800.00 PLUS GST** | **INTERMEDIATE Package Bookkeeping- $1,200.00 PLUS GST** | **PREMIUM Package Bookkeeping- $1,520.00 PLUS GST** |

**PAYROLL PACKAGE DEALS – PRICES/SCOPE of work are based on WEEKLY BASIS**

|  |  |  |
| --- | --- | --- |
| **Standard**  | **Intermediate** | **Premium** |
| **Payroll Services up to 25 Employees** | **Payroll Services up to 35 Employees** | **Payroll Services up to 50 Employees** |
| Add New Employees  | Add New Employees  | Add New Employees  |
| Invite new employees  | Invite new employees | Invite new employees |
| Check and verify times approved | Check and verify Times approved | Check and verify Times approved |
| Check and verify leaves approved | Check and verify leaves approved | Check and verify leaves approved |
| Follow up with employees or the approval team before processing Pay’s  | Follow up with employees or the approval team before processing Pay’s | Follow up with employees or the approval team before processing Pay’s |
| Generate Pay | Generate Pay | Generate Pay |
| Post Pay run | Post Pay run | Post Pay run |
| Email Pay slips  | Email Pay slips  | Email Pay slips  |
| Provide Payroll Activity Statement Report  | Provide Payroll Activity Statement Report  | Provide Payroll Activity Statement Report  |
| Respond to any emails received regarding pay queries on behalf of the client. | Respond to any emails received regarding pay queries on behalf of the client. | Respond to any emails received regarding pay queries on behalf of the client. |
| STANDARD Payroll Package- $400.00 Plus GST | **INTERMEDIATE Payroll Package- $640 Plus GST** | **PREMIUM Payroll Package- $800.00 Plus GST** |

**OTHER SERVICES PACKAGE DEALS- PRICES/SCOPE of work are based on WEEKLY BASIS**

|  |  |  |
| --- | --- | --- |
| **Standard Other Services** | **Intermediate Other Services** | **Premium Other Services** |
| Follow up Debtors up to 25 Clients on a Weekly basis:* Calls
* Or Emails
 | Follow up Debtors up to 35 Clients on a Weekly basis* Calls
* Or Emails
 | Follow up Debtors up to 50 Clients on a Weekly basis* Calls
* Or Emails
 |
| Provide Report and response to the Client from debtors * Excel Format Customer Response Report
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| **STANDARD FEE- $200.00 Plus GST** | **INTERMEDIATE FEE- $400.00 Plus GST** | **PREMIUM FEE- $500.00 Plus GST** |

***If any time does the circumstances of your business change in terms of number increases of suppliers, customers, or employees. Please notify us to change the plan, to avoid additional charges been applied.***

**MIX AND MATCH PACKAGE DEALS**

This will be custom designed on a quotation provided to the client based on their requirement and choice.

Example:

|  |  |
| --- | --- |
| A client requires Bookkeeping as Intermediate Option | Fee - $1,200.00 Plus GST  |
| Payroll as Standard Option  | Fee- $400.00 Plus GST |
| Other Services as Standard Option  | Fee- $200.00 Plus GST  |
| **Total Package Cost per Week would be**  | **$1,800.00 Plus GST**  |

Another Example:

|  |  |
| --- | --- |
| A client only requires a payroll service with us |  |
| Choice of service is PREMIUM Payroll Service  | Fee- $800.00 Plus GST |
| **Total Package Cost per Week would be** | **$800.00 Plus GST**  |

# CLIENT REQUIREMENTS

The Following information will be provided by the contractor’s ones they are happy with the pricing and willing to continue working with us:

|  |  |  |
| --- | --- | --- |
| **CLIENT STEP-BY-STEP** | **Check List**  | **Date**  |
| Send us an email including the Choice of Package as provided attached document below, completing this by adding the prices in the boxes (A correct amount will be shown at the end as Totals ex GST) Please note GST will be charged on the generated invoice –  (This will be sent separately with proposal) |[ ]   |
| After we receive the email, a General Service agreement will be sent to the client. The client will be signing off each page as per agreed terms and a copy will be sent back to us.  |[ ]   |
| Upon agreement the client will add us as a User in the software programs as applicable and provide any procedures or policies that need to be known by us. In terms of Payroll a brief email would be great also to discuss the requirements of approving timesheets etc are clear before starting the work process for the client. |  [ ]  [ ]  |  |

\*We cannot be responsible for cost overruns caused by client’s failure to deliver materials by agreed-upon due dates.

# Expected Results

The work will commence as soon as all the above steps are completed.

# Conclusion

We look forward to working with you and supporting you for improvement. We are confident that we can meet the challenges ahead and stand ready to improve the service and deliver it on time.

If you have questions on this proposal, feel free to contact Arvina Raj at your convenience by email at admin@rajsbookkeepingandpayrollservices.com . We will be in touch with you next to arrange a follow-up conversation on the proposal.

Thank you for your consideration.

Regards

**ARVINA RAJ**