

SERVICES & PACKAGES	ELITE	PREMIER	ENTRY
CASH MANAGEMENT			
Profit First Introduction & One-sheet	X	X	X
Free Profit First Book	X	X	
Monthly Strategy Meeting - Goal Setting for Taps	X	X	
Annual Evaluation, Conversion, and Roll-Out Plan	X	X	
Profit First Implementation (6 Qtrs)	X	X	
Cash Management Transfers and Allocations	X	X	
Cash Management Assessment	Quarterly	Quarterly	Annually
Quarterly Profit Financial Review	X	X	
Quarterly Profit Strategy Assessment	X	X	
ACCOUNTING & BOOKKEEPING			
Monthly Bank Reconciliations	X	X	X
Monthly Credit Card Reconciliations	X	X	X
Posting All Business Banking Transactions	X	X	
Precision Accounting with Accruals and Prepayments	X		
Expense Monitoring and Advice	X	X	
Bookkeeping Practice Review	X	X	
QuickBooks Online Subscription	X		
QuickBooks Training	X	X	
Software Training	X	X	
Unlimited Email and Telephone Support	X	X	
Compliance Checklists	X	X	
Digital Document Storage	X	X	
STRATEGY & REPORTING			
Online "Virtual" Business Strategy Meeting	Monthly	Quarterly	Annually
Basic Management Reporting		Monthly	
Full Management Reporting	Monthly	Quarterly	
Annual Financial Statement Walk-Through	X	X	X
Year End Profit Review - Financials, Profit Assessment, New Profit Assessment, and New Year Goal Planning	X	X	
TAX MANAGEMENT			
Business Tax Preparation*	X	X	X
Personal Tax Preparation*	X	X	X
Calculation of Current Year Depreciation	X	X	X
Guaranteed On-time Filing	X	X	X
Due Date Monitoring	X	X	
E-Filing to IRS And All 50 States	X	X	

Quarterly Estimated Payments Reminders	X	X	X
1099/1096 Preparation	X	X	
Sales Tax Management**	X	X	
Secure Portal Access	X	X	X
Tax Document Organizer	X	X	X
Tax Preparation Meeting	X	X	
Tax Questions/Issues - In Depth	X	X	
Tax Questions/Issues - Basic			X
Tax Return Turnaround Time	1 Week	2 Weeks	3 Weeks
Maximize Tax Deductions	X		
Audit Protection	X		
Year End Online "Virtual" Sit Down	X	X	
Video Walkthrough of Your Tax Return	X		
Responses to Tax Notices	X		
TAX PLANNING			
Customized Tax Plan	X		
Facilitate Accountable Plan	X		
Reasonable Salary Calculation	X	X	
Tax Plan Implementation	X		
Tax Return Analysis	X		
Year End Tax Planning Discussion	X		
Year End Tax Planning E-Mail		X	
Annual Tax Plan Update	X		
AD HOC & A LA CARTE SERVICES			
Full Payroll***	X		
Basic Payroll***		X	
Rescue Bookkeeping Services	X		
Comfort Letter Preparation	X		
Financial Overview Consulting	X		
Marital Money Coaching	X		
Personal Budget Coaching	X		

Notes

- Curtis Accounting Solutions (CAS) requires online access to your accounting system, banking, and credit institutions.
- Except as provided above, client is responsible for all software and support subscriptions (CAS may be able to provide discounts to certain subscriptions).
- Services are subject to our Fair Resource Use Policy.

*Tax Preparation: Includes one state filing.

**Sales Tax Management: Includes one state.

***Payroll: CAS will not enter hours for hourly employees. Payroll is limited to the following pay periods: monthly, every other week, or twice monthly. Payroll related tax filings are included. CAS uses a third-party to process payroll.

Packages and services are subject to change without notice.