

Small Business Fixed-Price Monthly Bookkeeping and Accounting Services

Based on Meeting with APEX Bookkeeping

Pricing Valid for 30 days

Our specialized bookkeeping packages are designed for real estate investors, property managers, and developers. All packages include professional bookkeeping using QuickBooks (QBO), property-level financial tracking, and transparent reporting.



	Essentials Package	Growth Package	Premium Package
Monthly Price	\$350.00	\$650.00	\$1,300.00
Including QBO Account	\$430.00	\$730.00	\$1,379.00

Required Initial One-time Setup Fee for All Packages \$500 - \$1200

1 Essentials Package

Starting at \$350/month — for freelancers, sole proprietors, or very small businesses (0–2 employees).

Includes

- Up to 100 transactions per month
- Bank and credit card reconciliations (1–2 accounts)
- Categorization and data entry in QuickBooks
- Monthly financial statements (Profit & Loss, Balance Sheet)
- Email support (2–3 business days response time max)
- Payroll support: APEX Bookkeeping records payroll entries, we do not process payroll.

Add-ons:

- Sales tax filing: +\$100/Quarter

Accuracy guarantee with tier-based cancellation terms

Cancellation requires 90 days notice

2 Growth Package

Starting at \$650/month — for growing businesses with multiple accounts and vendors (3–10 employees).

Includes:

- Everything in the Essentials Package
- Up to 300 transactions per month
- Bank, credit card, and loan account reconciliations (up to 5 accounts)
- Accounts payable and receivable tracking
- Monthly financial statements + quarterly performance summary
- Payroll categorization & coordination with payroll provider
- Priority email support (1–2 business days)
- QuickBooks Online support and file maintenance
- Sales tax filing (Quarterly)

Add-ons:

- Inventory management assistance: +\$75/month
- Budget preparation: +\$100/month

Accuracy guarantee with tier-based cancellation terms

Cancellation can be done at any time, requires 30 day notice.

3 Executive Package

Starting at \$1,300/month — for established companies, multi-entity operations, or high-volume businesses (10+ employees).

Includes:

- Everything in the Growth Package
- Unlimited transactions
- Full-service reconciliation for all accounts
- Comprehensive financial reporting (monthly + year-end package)
- Budgeting and forecasting support
- Payroll review and compliance oversight
- Dedicated account manager
- Priority support (same-day response)
- Quarterly business performance meeting

Add-ons:

- Cash flow forecasting: +\$100/month

Accuracy guarantee with tier-based cancellation terms

Cancellation can be done at any time, requires 5 days notice.

4 One-Time & A La Carte Services

For clients who need occasional or project-based assistance.

- QuickBooks setup & cleanup: \$500–\$1500 (one-time) - Varies by complexity and transaction volume of business

Includes (but not limited to):

- Creation of Chart of Accounts
- Creation of Products and Services
- Company Settings
- Software Integrations (All additional Apps and integration are Clients responsibility if not included in package)
- Connecting Financial Accounts
- Budgeting and Cash Flow Forecasting: +100/Month
- Historical bookkeeping catch-up (Previous 12 Months): \$2500
- Custom reporting or consulting: \$100/hour

5 Payment Terms

- Invoices are due upon receipt — services pause automatically for unpaid invoices.
- Payments accepted via ACH, bank transfer, or credit card.
- All packages are billed monthly in advance.
- Non-Payment of monthly package will result in immediate cancelation of Quickbooks Online Subscription and bookkeeping services.
- Prices above are for client sponsored Quickbooks online account and Bookkeeper Sponsored Quickbooks online accounts. Bookkeeper sponsored accounts will be paid by the bookkeeper.

6 Accuracy guarantee with tier-based cancellation terms (All Tiers)

At Apex Bookkeeping and Accounting, we guarantee accurate, timely, and compliant financial records. If you ever find an error in our work, we'll correct it immediately at no additional cost — and ensure your books are audit-ready every month.