



IO OUTSOURCING

Streamline Your Finances: Expert Bookkeeping Solutions

2024

PROPOSAL

Bookkeeping Service

PREPARED FOR:
Prospective Clients



ABOUT COMPANY

Staffing and Outsourcing

At IO Outsourcing, we are at the forefront of revolutionizing the outsourcing industry, with our main headquarters nestled in the vibrant city of Ocala, Florida, USA. From this strategic location, we drive innovation, creativity, and efficiency, serving clients worldwide with unparalleled expertise and dedication.

In the heart of the Philippines, our dynamic site is situated in the bustling city of Mandaue, Cebu. Here, our talented team of professionals brings passion and expertise to every project, delivering exceptional results and exceeding client expectations.



Gener Zafra, Ceo



OUR BOOKKEEPING SERVICE

Service Description:

Our bookkeeping services are designed to provide accurate and efficient financial record-keeping for businesses of all sizes. We offer comprehensive bookkeeping solutions to help you manage your finances with ease and confidence.

Pricing Structure:

- Up to 200 transactions: \$199 per month (up to 3 accounts)
- Up to 300 transactions: \$299 per month (up to 3 accounts)
- 400 transactions: \$399 per month
- 1000 transactions: \$999 per month

Terms and Conditions:

- Payment Terms: Payment is due on a monthly basis and can be made via bank transfer or credit card. Late payments may incur a penalty of [specify percentage] per month.
- Cancellation Policy: Either party may cancel the agreement with [specify notice period] written notice. Cancellation fees may apply based on the remaining contract term.
- Warranties: We guarantee the accuracy and completeness of our bookkeeping services. If any errors are found, we will promptly rectify them at no additional cost.



Service Level Agreements (SLAs):

- Performance Metrics: Key performance indicators include timely and accurate recording of transactions, reconciliation of accounts, and generation of financial reports.
- Service Standards: We commit to providing a response to client inquiries within [specify timeframe], maintaining availability during business hours, and ensuring confidentiality of financial data.

Scope of Work:

The scope of work includes:

- Recording and categorizing financial transactions
- Reconciling bank and credit card statements
- Generating monthly financial reports, including balance sheets, income statements, and cash flow statements
- Providing insights and recommendations for financial management and decision-making

Timeline:

We anticipate completing the bookkeeping services within [specify timeframe]. A detailed project timeline will be provided upon acceptance of this proposal.

Client Requirements:

To ensure successful bookkeeping services, we require the following from the client:

- Access to financial records, bank statements, and other relevant documents
- Cooperation in providing timely responses to inquiries and requests for information
- Compliance with all applicable laws and regulations related to financial reporting and taxation



Acceptance Criteria:

The bookkeeping services will be considered complete upon meeting the following acceptance criteria:

- Accurate and timely recording of all financial transactions
- Reconciliation of accounts with no discrepancies

Legal Compliance:

We certify that this proposal complies with all relevant laws and regulations governing our industry and the services provided.

CONTACT US



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