

# SERVICES & PRICING GUIDE

BalanceMasters Bookkeeping



# CONTENTS

- Welcome Page
- Introduction
- Package Options
- Add On's
- Additional Service
- How It Works
- Next Step
- Testimonials
- FAQ's
- Ready to get started



# Welcome!

At BalanceMasters Bookkeeping, we believe that managing your finances effectively is the cornerstone of business success.

In this guide, you'll find detailed information on our services, pricing, and how we can work together to ensure your financial success.

Together, we'll elevate your finances to new heights, unlocking the potential for success that your business deserves. Thank you for considering us as your trusted bookkeeping partner.



Visit our website!

# HELLO! I'M OLGA HOLTE



I'm a professional  
VIRTUAL BOOKKEEPER




Thank you for considering me as your partner in financial management.

My mission is to provide comprehensive, reliable, and personalized bookkeeping services that empower businesses to focus on their core activities while maintaining financial clarity and compliance.

Through our services, we aim to ensure accuracy in financial records, provide insightful financial reporting, and support strategic business decisions.

*connect with me*


 +1 425 503 8871


 [olga@olgaholte.com](mailto:olga@olgaholte.com)

 [websitesname.com](http://websitesname.com)

 @balancemastersbookk

 @olga-holte

 @BalanceMasters Bookkeeping

 @BalanceMasters Bookkeeping

# PACKAGE OPTION

	<b>BRONZE</b> <b>\$250</b> <small>MONTHLY</small>	<b>DIAMOND</b> <b>\$750</b> <small>MONTHLY</small>	<b>GOLD</b> <b>\$550</b> <small>MONTHLY</small>
Monthly Bookkeeping	✓	✓	✓
Bank Reconciliation	✓	✓	✓
Financial Review	✓	✓	✓
Financial Statement	✓	✓	✓
Payroll Management	✗	✓	✓
Tax Services & Planning*	✗	✓	✓
Financial Analysis	✗	✓	✓
Cash Flow Management	✗	✓	✗
Profit First System	✗	✓	✗
Priority Support	✗	✓	✗
	LEARN MORE	LEARN MORE	LEARN MORE

\*We specialize in filing B&O taxes (monthly, quarterly, or annually) and all payroll taxes, but we don't handle tax returns. However, we can work closely with your accountant or recommend our trusted partners.

# ADD ONS

All packages are customizable based on your specific business needs, and additional services can be added for a tailored bookkeeping solution.

## Software Setup and Training - \$150/hr

Assistance with the selection, setup, and training for bookkeeping and financial software

### Includes:

- *Software Set up*
- *Software Training*
- *Software Coaching*
- *Software Optimization*
- *Charged Hourly*

[LEARN MORE](#)

## Fixed Asset Management - \$350

Tracking and management of fixed assets, including depreciation schedules and end-of-year tax adjustments.

### Includes:

- *Fixed Assets Tracking*
- *Fixed Assets Management*
- *Depreciation Schedules*
- *Amortization Schedules*
- *End-of-Year Adjustments*

[LEARN MORE](#)

## Accounts Cleanup and Catch-up - Call for Quote

A one-time service to update and correct bookkeeping records. Ideal for businesses that need to get their books up to date.

### Includes:

- *Comprehensive Review*
- *Categorization*
- *Reconciliation*
- *Adjustment Entries*
- *Financial Statements*
- *One-time Service*

[LEARN MORE](#)

To enhance the value and comprehensiveness of our bookkeeping packages, consider the following add-on services. These options allow you to customize the packages based on your specific needs, providing a more tailored and flexible approach.

# HOW IT WORKS

This is our four-step process to onboard a new client, ensuring a smooth transition and setting the stage for a successful partnership

01

## Initial Consultation and Assessment

We begin with an introductory meeting to get to know each other, understand your business model, and discuss your specific bookkeeping and financial management needs. This step involves a detailed assessment of your current financial systems, bookkeeping practices, and any challenges you're facing.

02

## Proposal and Agreement

We provide a detailed proposal outlining the scope of services, deliverables, timelines, and pricing tailored to your business requirements. We discuss the proposal with you to ensure it meets your expectations and make any necessary adjustments.

03

## Onboarding

Once the proposal is finalized, we sign a service agreement that outlines the terms of our engagement, and confidentiality. We provide an overview of our bookkeeping processes, including how and when financial reports will be delivered, communication protocols, and how to submit documents and information to us.

04

## Ongoing Support and Communication

Following the onboarding, we establish regular check-ins to discuss your financials, any concerns, and adjustments to services as your business evolves. Our team remains available for any questions or additional support needed, ensuring a seamless and supportive partnership.

# TESTIMONIALS



## Larissa Chuprina, ESL and Culture Coach

Olga Holte is a gem! She made my life as a business owner easier by doing bookkeeping for me. Olga is also knowledgeable with modern technologies and helps me get my services as a coach in English and culture learning visible, which grows my business. Definitely recommend Olga's bookkeeping for those self-employed and small organizations.

12-04-2024



## Kim Pelham, The Pelham Group NW

I've known Olga Holte for years. She is doing a great job with our construction company's books and has VERY reasonable prices!! I highly recommend her!

12-03-2024



## Jayda Perry, Emollience Massage

So thankful to have Olga! I have had a difficult time finding bookkeeping help that I can trust and connect with. The last two professionals were of very little help. In fact, Olga has fixed several mistakes, and now I hope to show a more profitable year.

09-21-2024



# FAQ's

## What kind of businesses do you serve?

We specialize in providing bookkeeping services for small businesses in health/wellness/beauty and construction businesses.

## How do you ensure the confidentiality of our financial data?

Protecting your financial data is our top priority. We employ secure cloud-based accounting software to safeguard your information.

## Can you work with our existing accounting software?

We can seamlessly integrate with your existing QuickBooks Online or help transition you to QBO if that better suits your needs.

## Do you provide tax services?

We can file B&O taxes (monthly, quarterly, or annually) and all payroll taxes, but we do not handle tax returns. However, I can work closely with your accountant or recommend trusted partners.

## How often will we communicate about my financials?

We offer monthly or quarterly or on-demand meetings to discuss your financials, strategies, and any concerns you might have.

## How can I get started with your services?

Contact us to schedule an initial consultation. We'll discuss your business needs, assess your processes, and propose solution for you.

# what's NEXT



## Ready to get started?

*Partner with us for hassle-free, accurate, and reliable bookkeeping services tailored to your unique needs. We are committed to ensuring your financial success through comprehensive bookkeeping solutions, from day-to-day accounting to strategic financial planning.*

*Don't let bookkeeping tasks distract you from what you do best.*

*Elevate your business with our expert bookkeeping services – because when your finances thrive, so does your business*

**BOOK A CALL**