

## Sole Trader package

### Fixed fee structure

The fees below are average for our client base. Your fixed fee may be more or less, depending on your specific circumstances.

<u>Turnover</u>	<u>Level 1</u> £	<u>Level 2</u> £
£0-£50,000	315	395
£50,000 - £100,000	420	525
£100,000 - £250,000	525	655
£250,000 - £500,000	630	790
£500,000 - £1,000,000	830	980
£1,000,000 - £2,000,000	940	1,180

The package includes:

- Preparation of annual Profit and Loss account
- Completion of annual tax return, including calculation of tax owed/due\*
- Filing of tax return
- Registering as your Agent with HMRC
- Manual or excel cashbook set up for client if required (this will limit cost to level 2)
- Telephone/Email support

Fixed fees assume that only one source of income exists, where there are more, additional fees apply.

### Additional services

- Book keeping & VAT £20 per hour (minimum charge of £50 per period)
- Set up of limited company £95
- Limited company start up package £300
- Payroll Starting at £20 per month

### Level details

- Level 1 - Client has book keeper/uses our book keeping services
- Level 2 - Client has appropriate excel or paper based summarised income, expenditure, asset and liability records (please note, we can provide spreadsheets for your use)

Where clients have a box of paperwork, with no or limited filing and summarising of information, book keeping charges will be levied for work required to get the records to an appropriate level for year end accounts production.

*Please note that all fees are subject to a periodic review.*