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— SERVICE INFORMATION SHEET

# Bookkeeping & AI Setup

*Clean books. Automated reports. One less thing to think about.*

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Monthly bookkeeping handled by a real human who also builds automation systems. Your books stay current, your reports arrive in your inbox, and your repetitive workflows get addressed from day one.

— PRICING

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| PLAN                             | MONTHLY FEE         | DETAILS                                                                                          |
|----------------------------------|---------------------|--------------------------------------------------------------------------------------------------|
| With Xero (recommended)          | <b>\$605/m</b><br>○ | Best value. We build automation directly into Xero — you benefit from every improvement we ship. |
| With your current system         | <b>\$705/m</b><br>○ | Stay on QuickBooks or another platform. \$100/mo surcharge applies.                              |
| Larger organizations (4+ people) | <b>Custom</b>       | Organizations with more complex needs. Contact us for a discovery call and quote.                |

Why Xero? We are building automation and API integrations directly into Xero, which means every improvement we ship benefits you automatically. If you are not on Xero yet, we will handle the migration.

— WHAT'S INCLUDED

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- Monthly reconciliation
- P&L; and balance sheet delivered to your inbox each month
- Xero or QuickBooks setup and management
- Automated reporting configuration
- One workflow automation included in your onboarding month
- Ongoing retainer options for additional automations
- Technical support included in monthly fee

— BILLING TERMS

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| PHASE                 | INVOICE                                                                                                      | TERMS            |
|-----------------------|--------------------------------------------------------------------------------------------------------------|------------------|
| Month 1 Onboarding    | Full monthly fee issued immediately upon engagement. Covers start date through same date one month later.    | Due upon receipt |
| Month 2 Stub period   | Pro-rata invoice issued on the 1st of the following calendar month. Covers remainder of that calendar month. | Net 15           |
| Month 3+ Steady state | Full monthly fee invoiced on the 1st of each month.                                                          | Net 15           |

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#### — SUPPORT

| SUPPORT                   | WHAT'S INCLUDED                                                     |
|---------------------------|---------------------------------------------------------------------|
| Onboarding                | Included — initial setup, workflow audit, and system configuration. |
| Ongoing technical support | Included in monthly fee — email and scheduled calls.                |
| Response time             | Within one business day for all support requests.                   |

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#### — CANCELLATION

Either party may terminate the service engagement with 30 days written notice delivered by email. Fees accrued through the end of the notice period are due per standard billing terms. Any prepaid fees covering periods beyond the termination date will be refunded on a pro-rata basis.

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#### — CONFIDENTIALITY

All financial data, business records, and client information are treated as strictly confidential. Elliott Bay Services LLC will not share, sell, or disclose your information to any third party except as required by law or with your written consent. This obligation survives termination of the engagement.

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Ready to get started? Visit [elliottbaydata.org/services/bookkeeping](https://elliottbaydata.org/services/bookkeeping) or email [doug@elliottbaydata.org](mailto:doug@elliottbaydata.org) to schedule a free discovery call.

Also see: [ElliottBayAccounting.com](https://ElliottBayAccounting.com)