

Personal, Quality, Affordable In-Home/Office



So you can focus on what really matters

Bookkeeping, Payroll,
Tax Preparation & Filing

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About Me:

My name is Jennifer Procita, and I am the owner and founder of JDPBook LLC dba Jenn's Bookkeeping Service. I have been in business since 2017. I am a QuickBooks ProAdvisor, with many QuickBooks certifications. I specialize in the setup and use of QuickBooks Online and Zoho Products, along with cleaning up and reorganizing your books to meet your needs. I have worked for Intuit, Inc as a Sr. Bookkeeper and Cleanup Expert. I enjoy helping people understand their books while allowing them to focus on what matters—their Business!



Services & Pricing:

Please Note: QuickBooks Online, QuickBooks Payroll, and All Zoho Product fees are set by each company. These prices are subject to change at any time, without notice.

The other options that are listed are my fees, not QuickBooks or Zoho's. If you setup a service with me you will be billed the QuickBooks/Zoho fee listed, along with any additional charges. My rates can vary depending on the needs of each individual business. This is discussed after assessing what your business needs are and how involved you want to be in the process.

All items, except for Tax Returns, are billed monthly and due by the 1st of each month. A Late Fee of \$75 will be added to any invoice that is 5 days past due, along with a fee of \$25 for every additional 7 days of nonpayment. There is a \$35/hour fee for specialized services not listed. We bill through QuickBooks/Zoho and accept ACH, Credit Card, PayPal, and additional payment options.

QuickBooks Fees:

QuickBooks Online

\$100.00 Billed monthly

This is the base cost for QuickBooks Online Plus Subscriptions. This is the best option for most clients, however there are other lower options available. This can be setup with out any additional services, but will include a \$25 Admin Fee.

QuickBooks Payroll

\$25-\$150 Billed monthly

The base cost for payroll service depends on the size of the company, how many employees/contractors you have. This service must be purchased with a QuickBooks Online subscription but does not have to include additional services.

Bookkeeping Services:

Initial Setup Fee

\$50+ Billed One Time

The initial set up fee is based on the amount of preliminary work that needs to be done to get your account fully set up and functioning. This includes any manual or automatic entry of bank accounts, statements, payroll, invoices, etc. The base fee starts at \$50 and goes up from there.

Bookkeeping Basic

\$150 Billed Monthly

For those that need basic monitoring and reconciling of their books. This does not include the use of A/R or A/P.

Bookkeeping Services Cont.:

Bookkeeping Intermediate

\$200.00 Billed monthly

For those that need moderate monitoring and reconciling of their books, but also need invoicing, minimal receiving of payments, or payouts to vendors.

Bookkeeping Advanced

\$300+ Billed Monthly

For those that need daily monitoring of their books and monthly reconciliations. This is for those with A/P & A/R needs that need constant monitoring.

Monthly or Quarterly Tax Filings

\$50 Billed Monthly

This is for Sales & Use Tax Filings, Personal or Business quarterly filings only. Must have a QuickBooks online or Zoho Books account and one of the bookkeeping options.

Payroll Entry, Processing & Filing

\$75+ Billed Monthly

This is dependent upon which payroll service you choose for your business and how many employees/contractors you have. This is a once per month fee no matter how many payrolls or filings need to be submitted per month. Must have a QuickBooks Online account, QuickBooks Payroll Account and one of the bookkeeping options OR Zoho Books Account, Zoho Payroll Account and one of the bookkeeping options.

Zoho Fees & Products:

Zoho CRM

STANDARD: \$20/MONTH OR \$180/YEAR

PROFESSIONAL: \$35/MONTH OR \$280/YEAR

ENTERPRISE: \$50/MONTH OR \$480/YEAR

ULTIMATE: \$65/MONTH OR \$625/YEAR

Automate routine sales, marketing, and support functions that take up valuable work time, giving you more time to concentrate on your customers. Create optimized workflows that help you reduce manual data entry, eliminate redundancies, and speed up your overall process. - ©Zoho

Zoho Sign

STANDARD: \$12/MONTH OR \$120/YEAR

PROFESSIONAL: \$20/MONTH OR \$195/YEAR

ENTERPRISE: \$28/MONTH OR \$265/YEAR

FREE: \$0/MONTH OR \$0/YEAR

Zoho Sign is a complete digital signature app for business signatories to securely sign, send, and manage documents from anywhere and at any time. - ©Zoho

Zoho Sites

STARTER: \$8/MONTH OR \$60/YEAR

PRO: \$23/MONTH OR \$204/YEAR

Build websites the way you want. We help you focus on your passion. Whether it's blogging, photography, business, or art—let your website do the talking. - ©Zoho

Zoho Bookings

BASIC: \$8/MONTH OR \$72/YEAR

PREMIUM: \$12/MONTH OR \$108/YEAR

Online scheduler for offering the best consultations - ©Zoho

Zoho Social

STANDARD: \$15/MONTH OR \$120/YEAR

PROFESSIONAL: \$40/MONTH OR \$360/YEAR

PREMIUM: \$65/MONTH OR \$480/YEAR

FREE: \$0/MONTH OR \$0/YEAR

Manage multiple social networks, schedule unlimited posts, monitor keywords, and collaborate with your team — all from a single dashboard. - ©Zoho

Zoho Meeting

STANDARD: \$2/MONTH OR \$12/YEAR

PROFESSIONAL: \$3/MONTH OR \$36/YEAR

Collaborate remotely through online meetings using video conferencing and screen sharing. Broadcast webinars to reach out to your global audience and engage them. -

©Zoho

Zoho Books

STANDARD: \$20/MONTH OR \$180/YEAR

PROFESSIONAL: \$50/MONTH OR \$480/YEAR

PREMIUM: \$70/MONTH OR \$720/YEAR

ELITE: \$150/MONTH OR \$1440/YEAR

ULTIMATE: \$275/MONTH OR \$2880/YEAR

FREE: \$0/MONTH OR \$0/YEAR

Zoho Books is an easy-to-use, online accounting software designed for small businesses to manage their finances and stay on top of their cash flow. - ©Zoho

Zoho Payroll

Zoho Payroll is only offered in select states at this time, and cannot work with multiple states. During your intake appointment, depending on the state you are in, these options will be discussed and estimates given. There will be a monthly enrollment fee, a per user fee, and a per employee fee automatically with any subscription level.

Payroll crafted for building a better workplace. - ©Zoho

Zoho Checkout

STANDARD: \$11/MONTH OR \$108/YEAR

PROFESSIONAL: \$33/MONTH OR \$348/YEAR

Zoho Checkout helps businesses accept online payments using customizable, branded payment pages easily. - ©Zoho

Zoho Inventory

STANDARD: \$39/MONTH OR \$348/YEAR

PROFESSIONAL: \$99/MONTH OR \$948/YEAR

PREMIUM: \$159/MONTH OR \$1548/YEAR

ENTERPRISE: \$299/MONTH OR \$2988/YEAR

With our powerful inventory control and order management features, you can increase sales and fulfill orders efficiently. - ©Zoho

Zoho offers many more programs that are not listed here.

Please let us know if your business has other needs.

All prices are subject to change without notice. Many of the above plans also have a per user fee, that may not be reflected above.

Tax Prep & Filing Services:

Basic/Single Tax Return & Filing

\$130 Billed Once

Unlimited W2's, Federal, Multiple States, Direct Deposit, No Dependents

Standard/MFJ/MFS Return & Filing

\$160 Billed Once

Unlimited W2's, Federal, Multiple States, Direct Deposit, No Dependents

Family Tax Return & Filing

\$190 Billed Once

Unlimited W2's, Federal, Multiple States, Direct Deposit, Unlimited Dependents, Child Tax Credit, Education & Day Care Entry

Itemized Return

\$250+ Billed Once

Unlimited W2's, Federal, Multiple States, Direct Deposit, Unlimited Dependents, Child Tax Credit, Education & Day Care Entry, Full itemization based on records.

Business Tax Return & Filing

\$300+ Billed Once

Based on the type of business and filing needs. Please note that depending on the above, you may be referred to a CPA near you.



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