



Pro-Advisor Online

BOOKKEEPING AND BEYOND

Crangold Business Centre
Suite 31, 129A Lake Street
Cairns City QLD 4870

☎ 0418 770 842
✉ admin@pro-advisor.online
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BAS Agent No 24754424



Table of Contents

| | |
|----------------------------------|---|
| ABOUT | 3 |
| Janelle Redgwell | 3 |
| CONTACT | 3 |
| BAS AGENT NUMBER | 4 |
| SERVICES | 4 |
| FACILITIES | 5 |
| SOFTWARE SALES | 5 |
| SCHEDULE OF FEES | 6 |
| Bookkeeping Rates | 6 |
| OPTION 1 – FIXED FEE | 6 |
| OPTION 2 – PAY BY THE HOUR | 7 |
| Telephone Support | 7 |
| Remote Access Support | 7 |
| Consulting | 7 |
| One-on-One Training | 7 |



ABOUT

Pro-Advisor Online is owned by Janelle Redgwell. Janelle has been providing bookkeeping, training and consulting services to many small to medium business in the Cairns area since 2000.

More than just a bookkeeper – Janelle’s experience encompasses a wide range of industries. Each year she travels to attend industry conferences as well as attending local meetings and online webinars. The result is extensive continuing education in not only the accounting software but a wide range of add on solutions.

Janelle Redgwell has the following qualifications:

- Certificate IV Financial Services (Bookkeeping)
- Registered BAS Agent Number 24754424
- MYOB Certified Consultant (2004)
- Xero Certified Advisor (2010)
- Quickbooks Online Pro Adviser (2014)

CONTACT

| | |
|-----------------------|--|
| Office Address | Suite 26, 129A Lake Street Cairns City QLD 4870 |
| Postal Address | PO Box 469 Bungalow QLD 4870 |
| Phone | 0418 770 842 |
| Email | janelle@pro-advisor.online |
| Web | www.pro-advisor.online |



BAS AGENT NUMBER

Registered BAS Agent Number 24754424



BAS agent
24754424

SERVICES

Bookkeeping Services
Payroll
Bank Reconciliations
Accounts Payable
Accounts Receivable & Credit Control

GST and BAS Lodgement
Clerical Assistance
Phone Support
Set up
Training



Specialising in Xero, Quickbooks Online, and MYOB

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FACILITIES

- Fully Equipped City Office
- Internet
- Scanners
- Mono and Colour Laser Printers
- Training Facilities
- POS setup for Demonstrations

SOFTWARE SALES

Xero Subscription, Quickbooks Online Subscriptions

I can discuss your software requirements and recommend the product most suitable for your business.

Call or email for current price list

0418 770 842

janelle@pro-advisor.online



SCHEDULE OF FEES

Bookkeeping Rates

OPTION 1 – FIXED FEE

| <p>1 Star</p>  <p>Standard</p> | <p>2 Star</p>  <p>Standard + Payroll</p> | <p>3 Star</p>  <p>Deluxe</p> |
|---|--|--|
| <ul style="list-style-type: none"> * This package Includes subscription to Quickbooks Online paid for by Pro-Advisor Online * This package includes subscription to Receipt Bank paid for by Pro-Advisor Online * Reconcile credit card and bank statements up to 250 transactions per month * Reconcile accounts receivable and payable up to 100 transactions per month * Maintain data feeds into you Quickbooks Online file * Monthly Financial Reporting | <ul style="list-style-type: none"> * This package Includes subscription to Quickbooks Online paid for by Pro-Advisor Online * This package includes subscription to Receipt Bank paid for by Pro-Advisor Online * Reconcile credit card and bank statements up to 250 transactions per month * Reconcile accounts receivable and payable up to 100 transactions per month * Maintain data feeds into you Quickbooks Online file * Payroll for 1-5 employees * Monthly Financial Reporting | <ul style="list-style-type: none"> * This package Includes subscription to Quickbooks Online paid for by Pro-Advisor Online * This package includes subscription to Receipt Bank paid for by Pro-Advisor Online * Reconcile credit card and bank statements up to 250 transactions per month * Reconcile accounts receivable and payable up to 100 transactions per month * Maintain data feeds into you Quickbooks Online file * Payroll for 1-5 employees * Monthly Financial Reporting * Quarterly BAS and Superannuation Reporting * PAYG Payment Summaries and Payment Summaries Annual Return Lodgement |
| <p>From \$165 per month plus GST</p> | <p>From \$320 per month Plus GST</p> | <p>From \$500 per month Plus GST</p> |



OPTION 2 – PAY BY THE HOUR

| | Hourly Rate Excl GST | Hourly Rate Incl GST |
|---------------------|----------------------|----------------------|
| Weekly/Fortnightly | \$80 | \$88 |
| Monthly | \$90 | \$99 |
| Quarterly/Casual | \$140 | \$154 |
| Consulting/Training | \$140 | \$154 |

Telephone Support

Telephone support for existing clients

Flagfall \$44.00 (incl GST)
Plus – time at client standard rate

Remote Access Support

Remote access via internet and TeamViewer software

Flagfall \$55.00 (incl GST)
Plus – time at client standard rate

Consulting

Software setup, troubleshooting and training provided by Janelle Redgwell – Xero Certified Advisor, MYOB Certified Consultant and Quickbooks Online Pro Advisor

\$154 (incl GST) per hour

One-on-One Training

Janelle can prepare and train one-on-one to meet specific outcomes.

\$154 (Incl GST) per hour (preparation and actual training time)

*Prices Valid to 31st January, 2021
Travel time from Cairns City to Client Location*