

List of Services Provided	Select	Core £1236 pa	Classic £1800 pa	Plus £2700 pa
Company Formation	£30	✓	✓	✓
Initial Consultation - 1 Hr Face to face meeting	From £75	✓	✓	✓
Registration for PAYE Scheme	£35	✓	✓	✓
Registration for VAT Scheme	£35	✓	✓	✓
Application for VAT FRS Scheme	£17.50	✓	✓	✓
Bookkeeping incl VAT Return	£350 per qtr	✓	✓	✓
Preparation of Monthly Payroll including Production of Payslips and advice on monthly PAYE liabilities	£17.50	✓	✓	✓
Preparation/Filing PAYE Year End Returns	£75	✓	✓ **	✓
Preparation of Quarterly Dividend including Company Financial Reviews	£75	✓	✓	✓
Completion/Submission of Personal Tax Self Assessments	£150	✓	✓	✓
Submission of Company's Annual Return	£35	✓	✓	✓
Preparation/Filing of Year End Accounts including Company Tax Return (CT600)	£200 per month	✓	✓	✓
Close Personal Tax Affairs in the UK for non-domiciled individual	£35	—	✓	✓
Change of Registered office address	£17.50	—	✓ *	✓
Change/Add Director's particulars	£17.50	—	✓ *	✓
Change/Additional Shareholders	£17.50	—	✓ *	✓
Tax Planning Advice	From £75 per hr	—	✓	✓
Reference Letters	£17.50	—	✓ *	✓
Mortgage Reference Letters	£17.50	—	✓ *	✓
Ad-hoc Admin Requests	From £75 per hr	—	✓	✓
Dormant Accounts	£250 per year	—	✓	✓
Non- Trading Accounts	£500 per year	—	✓	✓
Cessation Accounts	£350 per year	—	✓	✓
HMRC VAT/PAYE Accounts Inspections	From £75 per hr	—	✓ *	✓
Reprints of Payslips, P45 & P60	£5 per payslip	—	✓	✓
Use of G & C Registered Office Address Request	£75	—	—	✓
Capital Distribution	£150 per hr	—	—	✓
Production of Sales Invoices upon instruction from the director	£10 per Invoice	—	—	✓
Production of debtor chase letters	£17.50	—	—	✓
Preparation Monthly Management Accounts as per request	£75 per set	—	—	✓

All prices are exclusive of VAT  
 \* Limited to 1 per year  
 \*\* Additional fee of £13