

SERVICE PRICING - Accounting

NON-VAT PAYER

Double-entry bookkeeping – Client, non-VAT payer*

to 120 transactions per year	69,- EUR/month
120 – 360 transactions per year	89,- EUR/month
more than 360 transactions per year	individually

* Accounting item represents one accounting entry in Accounting Logbook

* **The price includes:** keeping of Accounting Logbook, General Ledger keeping, keeping of Book of incoming and outgoing Invoices, Banking Book keeping, drawing up of suppliers' and customers' account files, Cash Book keeping, preparation of financial statements and listing in the Collection of Deeds, outputs and documents for the development of the income tax declaration.

VAT PAYER

Double-entry bookkeeping – Client, quarterly VAT payer*

to 20 transactions per month	120,- EUR/month
20 – 60 transactions per month	150,- EUR/month
more than 60 transactions per month	individually

* The client is obliged to present all documents once per quarter, and that by the 10th day of the following calendar month.

Double-entry bookkeeping – Client, monthly VAT payer*

to 20 transactions per month	139,- EUR/month
20 – 60 transactions per month	209,- EUR/month
more than 60 transactions per month	individually

* The client is obliged to present all documents each month, no later the 10th day of the following calendar month.

* **The price includes:** keeping of Accounting Logbook, General Ledger keeping, keeping of Book of incoming and outgoing Invoices, Banking Book keeping, drawing up of suppliers' and customers' account files, book keeping of tax documents, elaboration and filing a tax declaration on VAT, control statement elaboration, Cash Book keeping, preparation of financial statements and listing in the Collection of Deeds, outputs and documents for the development of the income tax declaration.

PAYROLL AND PROCESSING PAYROLL

Double-entry bookkeeping

Reporting in and out of the employee (social insurance company and health insurance company)	9,- EUR (one-time fee)
Reporting in and out of the employer (social insurance company and health insurance company)	9,- EUR (one-time fee)
1 employee	19,-EUR/month
2 – 5 employees	17,-EUR/employee/month
6 – 10 employees	15,-EUR/employee/month
11 – 20 employees	12,-EUR/employee/month
more than 20 employees	individually

* The client is obliged to present all documents each month, no later the 10th day of the following calendar month.

* **Services related to payroll recording and processing of salaries include:** calculation of salaries under attendance records, establishment of salary statements, elaboration of monthly statements for insurance companies, issuance of order to pay salaries, insurance premiums and advance tax, issuance of acknowledgement on taxable salary, annual clearance of tax advances from compensation of employees, drawing up a credit sheet, elaboration of a quartile overview of the withheld and deducted employee income tax advances paid, elaboration of annual reports on tax settlement from natural persons' income, elaboration of monthly overview on withheld and paid tax advances from employee, issuance Registration Sheet of pension insurance and its sending to Social Insurance company upon termination of employment, statistical summaries of work.

ADDITIONAL SERVICES

AUDIT	individually	starting from 800,- EUR
Development of the annual report	individually	starting from 300,- EUR
Representation at tax control	individually	starting from 150,- EUR per 1 st hour (50,- EUR per each next hour)
Representation at local finding	individually	starting from 100,- EUR per 1 st hour (50,- EUR per each next hour)
Tax consultancy	individually	starting from 150,- EUR

Call us if you have further questions.

+421-2-3241 0040

CompanyService, s.r.o., Palisády 33, 811 06 Bratislava, Slovenská republika, IČO: 35 874 872, DIČ: 2021789286, IČ DPH: SK2021789286

Tel.: +421-2-3241 0030, Fax: +421-2-3241 0040

Last update: 01.01.2015