

Just Us Accounting & More

Carol Justice-Owner*** Ph: 217-223-8691*** Email: ladikarol@gmail.com

Services & Fees

Accounting

Over 35 yrs Experience

Hourly: \$40.00

- Payroll and Quarterly Reporting
- Sales Tax Reporting
- Accounts Receivable
- Accounts Payable
- GL Reports
- Spreadsheets for Business Analysis
- Reconcile bank statements
- Reconcile credit card statements
- Update check book
- Prepare Financial Reports

Bookkeeping

Hourly: \$35.00

- Enter Daily data into Accounting Software (QuickBooks Pro)
- Make bank deposits
- Go thru Mail for checks to apply to customer accts and make deposits
- Go thru Mail for bills to enter into system and prepare to pay on timely basis
- Prepare to do payroll
- Enter any customers that have charge accts
- Get daily credit card settlements and check receipts
- Balance Check Book daily
- Make entries for any Notes Payable
- Go over other business paperwork as needed
- Make any adjustments needed monthly for EOM
- Prepare paperwork for payroll quarterly reports
- Prepare paperwork for Sales Tax Reporting (IL) & (MO) & (IA)

Organize and file all above documentation for record keeping purposes required by State and Federal Regulations

Ask About Bundled Rates

RETAINER REQUIRED!!

Quincy, IL 62301
Phone: 217-223-8691
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Just Us Creative Designs

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Services & Fees

Web Sites- New-1 Page

Simple \$150

Includes:

Use of business logo (if logo creation required, additional fees will incur)

Total of 5 Photos

Professional Layout of Business Entity and Service/Products Showcased using customer provided photos and text.

No Maintenance with this fee but can be added if desired (upgrade to a bundle pricing)

Web Sites- New- Multiple Pages (2-5)

Simple \$290

Includes:

Use of business logo (if logo creation required, additional fees will incur)

Total of 10 Photos

Professional Layout of Business Entity and Service/Products Showcased using customer provided photos and text and/or JUCS's use of taken photos and composed text. (if photography required, additional fees will apply)

Limited Monthly Maintenance (ie: update photos, update text, any minor changes as is-change of employees etc with this fee not to exceed 3 hours MAX (if maintenance should exceed maximum allowed an additional charge of \$15.00 an hour will be charged. (if customer chooses, an upgrade to bundle pricing can be implemented)

Web Sites- Multiple Pages (5-10)

Simple \$500

Includes:

Use of business logo (if logo creation required, additional fees will incur)

Total of 25 Photos

Professional Layout of Business Entity and Service/Products Showcased using customer provided photos and text and/or JUCS's use of taken photos and composed text. (if photography required, additional fees will apply)

Limited Monthly Maintenance (ie: update photos, update text, any minor changes as is-change of employees etc with this fee not to exceed 6 hours MAX (if maintenance should exceed maximum allowed an additional charge of \$15.00 an hour will be charged. (if customer chooses, an upgrade to bundle pricing can be implemented)

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Carol Justice-Owner
Services & Fees- Continued

Web Sites- Deluxe-1 page Deluxe \$350

includes:

Same as above Simple 1 Page but with (2) animation and/or flash elements

Web Sites-Multiple Pages (2-5) Deluxe Deluxe \$500

includes:

Same as above Simple 2-5 Pages but with (5) MAX animation and/or flash elements

Web Sites- Multiple Pages (5-10) Deluxe Deluxe \$1000

includes:

Same as above Simple 5-10 Pages but with (10) MAX animation and/or flash elements

Re-Do of Existing Web Site
Consultation fee

Depends \$????
Hourly: \$75

Ala Carte:

Subject to request of elements

Hourly: \$50 up

Additional Related Services

- Literature Creation
- Stationery and Envelopes with Logo
- Thank You Cards
- Logo Creation
- Marketing/Branding
- Newsletters, Brochures, Flyers etc
- Ask, We Provide a lot of Designing

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