

1st Contact Accounting

Services and Fees Guide



Dear Sir/Madam

Thank you for considering 1st Contact Accounting in assisting you with your accounting requirements. Below is a guide to 1st Contact Accounting's services and fees. Please note that given the scope of accounting it is not possible to detail every available service and associated cost. This guide is a summary based on the most common services 1st Contact Accounting clients regularly use. Additional services not mentioned below will be treated as bespoke requests and a quote prepared based on the amount of time and complexity of the request.

Please note the conditions (denoted by an *) at the bottom of the page

| All Fees Quoted Exclude VAT | Personalised Quarterly Service (Non VAT Reg)* | Online Service (Non VAT Reg.)* | Company Start Up Service | Bespoke (Pay As you go)** |
|--|---|--------------------------------|--------------------------|----------------------------------|
| Fee | | | £100 (Once off Fee) | |
| Monthly Fee | £99.58 | £91.25 | | |
| Company Set Up | | | ✓ | |
| Assistance with Bank Account | | | ✓ | |
| Initial Assessment | Face to Face Meeting | Phone Consultation | | £150 |
| PAYE Scheme Set Up | ✓ | ✓ | | Included in Initial Consultation |
| Corporation Tax Scheme set up | ✓ | ✓ | | Included in Initial Consultation |
| Employee Payments Schedule | ✓ | ✓ | | £80 |
| Registered Office | ✓ | ✓ | | £200 |
| Quarterly Financial Health Check | Face to Face Meeting | Phone/Email | | £300 |
| Monthly Bookkeeping | | ✓ | | |
| Quarterly Bookkeeping | ✓ | | | |
| Dedicated Accounts Team | ✓ | ✓ | | |
| Financial Accounts | ✓ | ✓ | | £550 - £900 |
| P35/P14/P11d | ✓ | ✓ | | £195 |
| Annual Shuttle Return: (£15 Companies House filing fee additional) | ✓ | ✓ | | £10 |
| VAT Registration | N/A | N/A | | £75 |
| Flat Rate VAT Registration | N/A | N/A | | £30 |
| VAT Returns | N/A | N/A | | |
| Reference Letters (visas/mortgages etc.) from: | | | | £55 |
| Interim Accounts (For visas/mortgage etc.) | | | | £200 - £450 |
| Other Administrative Requirements | | | | Quotes available on request |
| Personal Tax from:** | £95 | £95 | | £120 |
| Company Closure** | £150** | £150** | | £600 - £1200** |
| Legal Cover (defence) | | | | Quotes available on request |
| Contract review | | | | Quotes available on request |
| Tax Loss Insurance | | | | Quotes available on request |

*Assumption of Single Employee/Shareholder. Additional Fee from £500 per annum added for every additional employee/shareholder

**Fees quoted are a guide only. Fees are based on the estimated time taken to complete work and are subject to change. We will always notify you of the actual cost of the service as well as any additional fees before undertaking any of the actual work



Contact details

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Institute of Chartered
Accountants in England
and Wales.