



JACKSON STAPLETON ACCOUNTANTS

PRICE LIST

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PRICE LIST

PLEASE NOTE THAT IN THE EVENT THAT TIME SPENT EXCEEDS THE AMOUNT STATED FOR THE SERVICE, YOU WILL BE BILLED FOR THE TIME SPENT.

PLEASE NOTE THAT ALL SERVICES ARE SUBJECT TO VAT AND ANY MARKED WITH AN * WILL ALSO INCLUDE A MINIMUM OF AN £8 FILING FEE ON TOP OF THE PRICE STATED.

THE EXISTING CLIENT DISCOUNT IS FOR CLIENTS THAT HAVE BEEN WITH THE PRACTICE FOR OVER 12 MONTHS, WITH GOOD PAYMENT HISTORY.

LIMITED COMPANIES	CHARGES (NET)	EXISTING CLIENT DISCOUNT
INCORPORATION	£350.00	£315.00
COMPANY STRIKE OFF *	£150.00	£135.00
EACH ADDITIONAL SHAREHOLDER	£40.00	£36.00
EACH ADDITIONAL SHARE CLASSIFICATION	£100.00	£90.00
DORMANT COMPANY ACCOUNTS	£300.00	N/A
<u>YEAR END ACCOUNTS (BANDINGS REFER TO TURNOVER).</u>		
LESS THAN £60,000	£450 - £1,000	N/A
£60,001 - £100,000	£1,000 - £1,500	N/A
£100,001 - £250,000	£1,500 - £4,000	N/A
ABOVE £250,000	Last year's fee plus 5% or a quote to be provided	N/A

SELF ASSESSMENT
CHARGES (NET)
**EXISTING CLIENT
DISCOUNT**

 SELF ASSESSMENT
APPLICATION

£125.00

£112.50

 HMRC REFUND
QUESTIONNAIRE

£100.00

N/A

 GOVERNMENT GATEWAY
SET UP

£100.00

£90.00

SELF ASSESSMENT TAX RETURN

 SELF ASSESSMENT
TAX RETURN

£215.00

N/A

PER RENTAL PROPERTY

£50.00

N/A

PER SUPPLEMENTARY PAGE

£50.00

N/A

TAX RETURN AMEND

£100.00 (MINIMUM)

N/A

PARTNERSHIP TAX RETURN

£215.00

N/A

 TRUST & ESTATES TAX
RETURN

£275.00

N/A

SOLE TRADER/PARTNERSHIP ACCOUNTS (BANDINGS REFER TO
TURNOVER).
LESS THAN £50,000

PROFIT & LOSS

£150 - £650

N/A

 PROFIT & LOSS +
BALANCE SHEET

£350 - £850

N/A

SOLE TRADER/PARTNERSHIP ACCOUNTS CONTINUED

£50,000 - £70,000

PROFIT & LOSS	£650 - £750	N/A
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PROFIT & LOSS + BALANCE SHEET	£700 - £1,100	N/A
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CHARGES (NET)

EXISTING CLIENT DISCOUNT

£70,001 - £100,000

PROFIT & LOSS	£750 - £950	N/A
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PROFIT & LOSS + BALANCE SHEET	£850 - £1,200	N/A
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£100,001 - £150,000

PROFIT & LOSS	£950 - £1,200	N/A
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PROFIT & LOSS + BALANCE SHEET	£1,100 - £1,500	N/A
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ABOVE £250,000

Last year's fee plus 5% or a quote to be provided	N/A
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VAT

CHARGES (NET)

EXISTING CLIENT DISCOUNT

VAT RETURN	BASED ON TIME SPENT	N/A
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VAT APPLICATION	£125.00	£112.50
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OPTION TO TAX FORM (ADDITIONAL TO VAT APPLICATION)	£175.00	£157.50
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VAT DEREGISTRATION	£125.00	£112.50
DIGITAL VAT ACCOUNTS	£100.00	N/A
GOVERNMENT GATEWAY SET UP	£100.00	£90.00

PAYE & CIS
CHARGES (NET)
**EXISTING CLIENT
DISCOUNT**

PAYE APPLICATION	£125.00	£112.50
PAYE DEREGISTRATION	£125.00	£112.50
CIS APPLICATION	£125.00	£112.50
CIS DEREGISTRATION	£125.00	£112.50
CIS GROSS STATUS CHARGE	£200.00	£180.00
MONTHLY CIS RETURN	BASED ON TIME SPENT	
GOVERNMENT GATEWAY SET UP	£100.00	£90.00
NIL EPS FOR CIS	£15.00	N/A
NIL CIS RETURN	£15.00	N/A

PAYROLL YEAR END (BASED ON NUMBER OF EMPLOYEES).

LESS THAN 5 EMPLOYEES	£150.00	N/A
6 - 9 EMPLOYEES	£250.00	N/A

PAYROLL YEAR END CONTINUED

10 - 19 EMPLOYEES	£300.00	N/A
20 - 50 EMPLOYEES	£450.00	N/A
MORE THAN 50 EMPLOYEES	TO BE QUOTED	N/A
PER NEW STARTER	£10.00	N/A
PER NEW LEAVER	£10.00	N/A

PENSIONS

SET UP	£175.00	N/A
DECLARATION OF COMPLIANCE	£75.00	N/A

PAYROLL (PER PAYROLL RUN).

DIRECTOR ONLY	£25.00	N/A
LESS THAN 3 EMPLOYEES	£25.00 MINIMUM	N/A
4 - 6 EMPLOYEES	£40.00 MINIMUM	N/A
7 - 11 EMPLOYEES	£55.00 MINIMUM	N/A
12 - 16 EMPLOYEES	£75 MINIMUM	N/A
17 - 20 EMPLOYEES	£85 MINIMUM	N/A
21 - 30 EMPLOYEES	£95.00 MINIMUM	N/A
31 - 40 EMPLOYEES	£110.00 MINIMUM	N/A

PAYROLL CONTINUED

41 - 50 EMPLOYEES	£125.00 MINIMUM	N/A
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MORE THAN 50 EMPLOYEES	TO BE QUOTED	N/A
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SOFTWARE**CHARGES (NET)****EXISTING CLIENT
DISCOUNT**

SAGE ONE ACCOUNTING	£21.00	N/A
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SAGE ONE PAYROLL

UP TO 5 EMPLOYEES	£5.00	N/A
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6 - 10 EMPLOYEES	£9.00	N/A
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11 - 15 EMPLOYEES	£16.00	N/A
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XERO

STARTER (BUREAU STANDARD)	£13.00	N/A
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STANDARD	£20.00	N/A
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PREMIUM	£30.00	N/A
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BOOKKEEPING**CHARGES (NET)****EXISTING CLIENT
DISCOUNT**

BOOKKEEPING	BASED ON TIME SPENT	N/A
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AUTO ENTRY SET UP	£150.00 MINIMUM	N/A
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AUTO ENTRY COSTS (PER ENTRY)	FROM £0.40P	N/A
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CORPORATION TAX

	CHARGES (NET)	EXISTING CLIENT DISCOUNT
CT600	BASED ON TIME SPENT	N/A
OTHER CT RETURNS	BASED ON TIME SPENT	N/A
GOVERNMENT GATEWAY SET UP	£100.00	£90.00

FEE PROTECTION

	CHARGES (NET)	EXISTING CLIENT DISCOUNT
TIER 1	£75	N/A
TIER 2	£150	N/A
TIER 3	£250	N/A
TIER 4	QUOTE BASED ON HEIGHTENED RISK	N/A

COMPANIES HOUSE

	CHARGES (NET)	EXISTING CLIENT DISCOUNT
AMEND REGISTERED OFFICE ADDRESS	£100.00	£90.00
AMEND HMRC ADDRESS DETAILS	£75.00	£67.50

COMPANIES HOUSE CONTINUED

AMENDING DIRECTOR DETAILS	£75.00 PER DIRECTOR	£67.50
AMENDING SHAREHOLDER DETAILS	£75.00 PER SHAREHOLDER	£67.50
ADDING/REMOVING DIRECTOR DETAILS	£125.00 PER DIRECTOR	£112.50
ADDING/REMOVING SHAREHOLDER DETAILS	£125.00 PER SHAREHOLDER	£112.50
ADDING/AMENDING/ REMOVING PSC	£40.00 PER PSC	£36.00
AMENDING ACCOUNTING YEAR END DATES	£125.00	£112.50
LIMITED COMPANY NAME CHANGE *	£125.00	£112.50
CONFIRMATION STATEMENT	£105.00 PLUS £13 FILING FEE	N/A

MEETINGS, CALLS & WRITTEN CORRESPONDENCE

ALL MEETINGS, CALLS AND WRITTEN CORRESPONDENCE WILL BE BILLED IN LINE WITH OUR HOURLY RATES ON PAGES 10-11, UNLESS STATED TO THE CONTRARY.

POSTAGE

FOR ALL LETTERS REQUIRING POSTAGE, THERE WILL BE A £10 FEE MINIMUM PER LETTER PLUS ASSOCIATED ADMIN COSTS.

HANDLING OF POSTAGE THAT IS SENT TO THE OFFICE WILL BE CHARGED BASED ON TIME SPENT USING THE HOURLY RATES ON PAGES 10-11.

LATE PAYMENT CHARGES

IF INVOICES ARE NOT SUBJECT TO PAYMENT BY DIRECT DEBIT, OUR TERMS FOR SUCH INVOICES ARE STRICTLY 14 DAYS FROM THE DATE OF INVOICE. INTEREST WILL BE CHARGED ON ALL OVERDUE DEBTS AT THE RATE STATED ON THE INVOICE OR, AT THE RATE APPLICABLE UNDER THE LATE PAYMENT OF COMMERCIAL DEBTS (INTEREST) ACT 1998, WHICHEVER IS THE HIGHER.

<u>DIRECT DEBIT</u>	CHARGES (NET)	EXISTING CLIENT DISCOUNT
BOUNCED DIRECT DEBIT	£25.00	N/A
RESET DIRECT DEBIT	£25.00	N/A

FORMS

	CHARGES (NET)	EXISTING CLIENT DISCOUNT
OFFICE OF NATIONAL STATISTICS	£75.00 MINIMUM	N/A
MORTGAGE APPLICATION	£75.00 MINIMUM PER APPLICANT	N/A
RENTAL PROPERTY REFERENCE	£75.00 PER APPLICANT	N/A
ANY OTHER FORMS	BASED ON TIME SPENT	N/A

HOURLY RATE PRINCIPLE

PLEASE NOTE THAT IN THE EVENT THAT TIME SPENT EXCEEDS THE AMOUNT STATED FOR THE SERVICE, YOU WILL BE BILLED FOR THE TIME SPENT.

JOB TITLES

	CHARGES (NET)	EXISTING CLIENT DISCOUNT
JUNIOR ACCOUNTANTS	£65.00 PER HOUR MINIMUM	N/A
ADMINISTRATION	£75.00 PER HOUR MINIMUM	N/A
PAYROLL	£75.00 PER HOUR MINIMUM	N/A

HOURLY RATE PRINCIPLES CONTINUED

VAT	£75.00 PER HOUR MINIMUM	N/A
SEMI SENIOR ACCOUNTANT	£85.00 PER HOUR MINIMUM	N/A
SENIOR ACCOUNTANT	£95.00 PER HOUR MINIMUM	N/A
CLIENT MANAGERS	£100.00 PER HOUR MINIMUM	N/A
SENIOR CLIENT MANAGER	£125.00 PER HOUR MINIMUM	N/A
PARTNER/CLIENT PARTNER	£175.00 PER HOUR MINIMUM	N/A
MANAGING PARTNER	£200.00 PER HOUR MINIMUM	N/A