



# 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.

ALL FIRST YEAR COMPANY ACCOUNTS WILL BE CHARGED AT A MINIMUM OF £1,000 + VAT UNLESS STATED OTHERWISE.

<b>LIMITED COMPANIES</b>	<b>CHARGES (NET)</b>	<b>EXISTING CLIENT DISCOUNT</b>
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

## YEAR END ACCOUNTS (BANDINGS REFER TO TURNOVER).

PLEASE NOTE ALL FIRST YEAR COMPANY ACCOUNTS WILL BE CHARGED AT A MINIMUM OF £1,000 + VAT UNLESS STATED OTHERWISE.

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
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HMRC REFUND QUESTIONNAIRE	£100.00	N/A
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GOVERNMENT GATEWAY SET UP	£100.00	£90.00
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TAX CODE QUERIES	BASED ON TIME SPENT	
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## SELF ASSESSMENT TAX RETURN

SELF ASSESSMENT TAX RETURN	£215.00	N/A
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PER RENTAL PROPERTY	£50.00	N/A
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PER SUPPLEMENTARY PAGE	£50.00	N/A
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TAX RETURN AMEND	£100.00 (MINIMUM)	N/A
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PARTNERSHIP TAX RETURN	£215.00	N/A
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TRUST & ESTATES TAX RETURN	£275.00	N/A
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SOLE TRADER/PARTNERSHIP ACCOUNTS (BANDINGS REFER TO TURNOVER).

**LESS THAN £50,000**

PROFIT & LOSS	£150 - £650	N/A
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PROFIT & LOSS + BALANCE SHEET	£350 - £850	N/A
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**£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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**£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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<b>ABOVE £250,000</b>	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
OPTION TO TAX FORM (ADDITIONAL TO VAT APPLICATION)	£175.00	£157.50
VAT APPLICATION	£225.00	£202.50
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
TAX CODE QUERIES	BASED ON TIME SPENT	

NIL EPS FOR CIS	£15.00	N/A
NIL CIS RETURN	£15.00	N/A
<u>PAYROLL YEAR END (BASED ON NUMBER OF EMPLOYEES).</u>		
LESS THAN 5 EMPLOYEES	£150.00	N/A
6 - 9 EMPLOYEES	£250.00	N/A
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
<u>PENSIONS</u>		
SET UP	£175.00	N/A
DECLARATION OF COMPLIANCE	£75.00	N/A
<u>PAYROLL (PER PAYROLL RUN).</u>		
DIRECTOR ONLY	£25.00	N/A
LESS THAN 3 EMPLOYEES	£25.00 MINIMUM	N/A
4 - 6 EMPLOYEES	£40.00 MINIMUM	N/A



PAYROLL CONTINUED

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
41 - 50 EMPLOYEES	£125.00 MINIMUM	N/A
MORE THAN 50 EMPLOYEES	TO BE QUOTED	N/A

**SOFTWARE****CHARGES (NET)****EXISTING CLIENT  
DISCOUNT**

SAGE ONE ACCOUNTING

£21.00

N/A

SAGE ONE PAYROLL

UP TO 5 EMPLOYEES

£5.00

N/A

6 - 10 EMPLOYEES

£9.00

N/A

11 - 15 EMPLOYEES

£16.00

N/A

XEROSTARTER (BUREAU  
STANDARD)

£13.00

N/A

STANDARD

£20.00

N/A

PREMIUM

£30.00

N/A

**BOOKKEEPING**

	CHARGES (NET)	EXISTING CLIENT DISCOUNT
BOOKKEEPING	BASED ON TIME SPENT	N/A
AUTO ENTRY SET UP	£150.00 MINIMUM	N/A
AUTO ENTRY COSTS (PER ENTRY)	FROM £0.40P	N/A

**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
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 9-10.

## 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**

	<b>CHARGES (NET)</b>	<b>EXISTING CLIENT DISCOUNT</b>
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
CITB LEVY	£75.00 MINIMUM	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**

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

HOURLY RATE PRINCIPLES CONTINUED

PAYROLL	£75.00 PER HOUR MINIMUM	N/A
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