

SERVICE AGREEMENT FEES

SERVICES RENDERED IN 2020/2021

We hereby like to inform you that our fees from 01 February 2020 to 31 January 2021. The service rendered will be categorized from 01 February 2020, please check the option that will suit your need, select and sign the service agreement. All prices will have an annual increase of 10%. Please contact our offices if any enquiries.

SERVICE OPTIONS:

Silver		Gold		Gold Plus		Platinum		Platinum Plus		Other	
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1. SILVER SERVICES (TUOVER R0 – R250 000)

1.1 The cost is R2660 per month

1.2 The service rendered include the following:

- Bookkeeping
- Monthly management accounts
- Income tax calculations & submissions (ITR14)
- Provisional tax calculations & submissions (IRP6)
- Printing maximum 15 pages (R3.50 per page for more printing)

2. GOLD SERVICES (TURNOVER R251 0000 – R500 000)

2.1 The cost is R4660 per month

2.2 The service rendered include the following:

- Bookkeeping
- Income tax calculations & submissions (ITR14)
- PAYE,SDL & UIF calculations & submissions (EMP201)
- VAT calculations & submissions (VAT201)
- Provisional tax calculations & submissions (IRP6)
- Printing maximum 25 pages (R3.50 per page for more printing)

3. GOLD PLUS SERVICES (TUOVER R501 000 – R1 500 000)

3.1 The cost is R7320 per month

3.2 The service rendered include the following:

- Bookkeeping
- Monthly management accounts
- Income tax calculations & submissions (ITR14)
- PAYE,SDL & UIF calculations & submissions (EMP201)
- VAT calculations & submissions (VAT201)
- Provisional tax calculations & submissions (IRP6)
- Preparing IRP501 reconciliations and submit to SARS
- Prepare IRP5 & IT3
- Payroll admin (first 15 employees)
- Printing maximum 35 pages (R3.50 per page for more printing)

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4. PLATINUM SERVICES (TUROVER R1 501 000 – R10 000 000)

4.1 The cost from R11 000 – R22 000 per month (depending on workload)

4.2 The service rendered include the following:

- Bookkeeping
- Annual Financial statements
- 3 Consultations
- Monthly management accounts
- Income tax calculations & submissions (ITR14)
- PAYE,SDL & UIF calculations & submissions (EMP201)
- VAT calculations & submissions (VAT201)
- Provisional tax calculations & submissions (IRP6)
- Tax dispute (Objections & arrangement of payments)
- Preparing IRP501 reconciliations and submit to SARS
- Prepare IRP5 & IT3
- Payroll admin (first 25 employees)
- BBBEE certificate (accountants)
- Tax clearance re-print
- BBBEE certificate re-print (accountant)
- Printing maximum 50 pages (R3.50 per page for more printing)

5. PLATINUM PLUS SERVICES (TUROVER R10 001 000 – higher)

5.1 The cost from R22 000 per month (depending on workload)

5.2 The service rendered include the following:

- Bookkeeping
- Annual Financial statements
- 3 Consultations
- Monthly management accounts
- Income tax calculations & submissions (ITR14)
- PAYE,SDL & UIF calculations & submissions (EMP201)
- VAT calculations & submissions (VAT201)
- Provisional tax calculations & submissions (IRP6)
- Tax dispute (Objections & arrangement of payments)
- Preparing IRP501 reconciliations and submit to SARS
- Prepare IRP5 & IT3
- Payroll admin (first 25 employees)
- BBBEE certificate (accountants)
- Tax clearance re-print
- BBBEE certificate re-print (accountant)
- Printing maximum 50 pages (R3.50 per page for more printing)

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Please select the appropriated option and send back by fax, post or e-mail to the above-mentioned contacts. All payment option are effective from 01 February 2020. Please note that should the payment not be made then the service will be suspended immediately until the payments are made in full.

NOTE: You can top-up your option with any service you need and is not included in your selected option, please tick your top-up services.

TOP-UP OPTIONS:

Description of Services	Fees/Costs	Tick
Bookkeeping	R1100 per hour	
Consultation	R880 per hour	
Consultation without appointment	R1100 per hour	
Consultation with Charity	R1500 per hour	
Consultation with Charity without appointment	R1700 per hour	
Income tax calculations & submissions	R600 per hour	
PAYE,SDL & UIF calculations & submissions	R600 per hour	
VAT calculations & submissions	R600 per hour	
Provisional tax calculations & submissions	R600 per hour	
Preparing IRP501 reconciliations and submit to SARS	R660 per hour	
Prepare IRP5 & IT3	R660 per hour	
Payroll admin	R60 per employee	
Tax clearance (without returns)	R450	
Financial statements	R350 per hour	
Company registrations	R1500	
Company restoration(excluding annual returns)	R1500	
Close corporation restoration(excluding annual returns)	R1500	
Close corporation conversion	R1500	
Close corporation amendments	R660	
VAT registration	R770	
Income tax registration	R770	
PAYE,SDL & UIF registrations	R770	
Provisional tax registration	R770	
Workmen's compensation	R770	
UIF with labour	R770	
Collection of documents	R5.50 per Km	
BBBEE certificate affidavit without verification	Free	
CIDC registration	R700	
Share certificate	R200	
Tax clearance re-print	R100	
Admin (Filing)	R1000	
Individual tax return	R600 per period	
Individual tax return (Objection &/or arrangement of payment)	R700 per period	

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SERVICE LEVEL AGREEMENT

SURNAME: _____

FULL NAMES: _____

ID NO: _____

COMPANY NAME: _____

COMPANY REG: _____

HOME ADDRESS: _____

WORK ADDRESS: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

HOME: _____ CELL: _____

WORK: _____ E-MAIL: _____

FAX: _____

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MANDATE:

1. I hereby appoint CS Boshomane Accountants to act as my accountant and act on my behalf in accounting, secretarial and taxation matter and to do whatever necessary and to take whatever action necessary for taxation matter. I hereby confirm that all the information as set out above is true and correct.
2. I confirm that I accept responsibility for all costs including VAT, as agreed and indicated on the attached service agreement.
3. I also agree thereto that should I require urgent attention to my accounts, which necessitates CS Boshomane Accountants putting other work aside or performing after hours services a 50% surcharge will be levied on the agreed fees.
4. I am aware that all rates as indicated here above are exclusive of VAT and VAT will be charged additionally. (When registered for VAT).
5. I hereby agree to settle all accounts within 7days from the date of such account, unless otherwise agreed in writing.
6. I am aware that BBBEE certificates are not done on an account basis and the required deposit or quoted fee must be paid before any services will be rendered.
7. I hereby agree to pay interest as per annual interest rate on all arrear accounts. All such interest shall be calculated, capitalized and compounded monthly.
8. In the event of any account being in arrear or remaining unpaid in excess of the 7 day period as set above, I hereby agree to the immediate suspension of all work, without any notice to myself, on all accounting and/or taxation works handled on my behalf by CS Boshomane Accountants. I hereby indemnify the said accountants for all damages, including consequential or any other damages suffered by myself as a result of such suspension of work.

9. Where I act on behalf of my close corporation, company or other entity or juristic person, I hereby accept full responsibility for the due payment of all accounts and hereby bind myself as surety and co-principal debtor on the terms as set out herein.
10. Should it be necessary for CS Boshomane Accountants to institute legal action against me for non-compliance of any term hereof or non-payment of any account, I hereby consent to judgment being taken against me for all outstanding amounts as well as attorney and own clients costs.
11. For purposes of judgment I consent that a certificate of outstanding amount signed by a partner of CS Boshomane Accountants shall be prima facie proof of the outstanding amount for purposes of a judgment, including summary judgment.
12. In the event of judgment being taken against me in this regard I hereby consent to an emoluments attachment order being granted against me for a monthly deduction from my salary.
13. I hereby agree that the monthly amount to be deducted must be determined by CS Boshomane Accountants.
14. I hereby choose and appoint my residential address as set out above as my *domicilium citandi et executandi* for purposes of all documentation and pleadings.
15. I acknowledge that if I make direct cash deposits into the bank account of CS Boshomane Accountants I will also be liable for any cash deposit fees levies by FNB.

I acknowledge and agree with the above-mentioned terms and conditions together with attached service agreement. I further acknowledge and agree that there may be circumstances where I would be required to supplement the deposit for the purpose of covering CS Boshomane Accountants for expenses incurred on my behalf.

This contract is valid from _____ to _____

We agree with an monthly payment of _____ Signed on the _____
of _____ 20__ at _____ by (name & Surname)
_____ as (capacity) _____ of (Company
name) _____

CLIENT:

Witness: _____ Date: _____

The Company Rep: _____ Date: _____

ACCOUNTANTS:

Accountant rep: _____ Date: _____

Witness: _____ Date: _____

BANK DETAILS:

CS BOSHOMANE ACCOUNTANTS
FIRST NATIONAL BANK
CHEQUE ACCOUNT: 62136368687
BRANCH CODE: 251445
BRANCH NAME: PRETORIA
REFERENCE: YOUR COMPANY NAME

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