



Offices in Dianella and Byford
Looking after clients across all regions of WA and beyond
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www.astrotax.com.au

Bookkeeping Services

Xero Certified Advisors

MYOB/Reckon experienced

QB Intuit Certified ProAdvisor

OUR SERVICES INCLUDE:

- Preparation and processing of customer invoices and receipts
- Entering and processing the creditor invoices and payments
- Creditor statement reconciliations
- Accounts payable & receivable follow up
- Reconciliation of all bank accounts
- Job costing
- Completion of end of year processes
- Weekly, fortnightly or monthly payroll service (includes processing, sending payslips and provision of payroll reports and compliance with superannuation reporting and single touch payroll requirements)
- Initial setup of accounting software to suit your needs, review of existing system and provision of recommendations.

We don't believe a "standard package" is suitable or in the best interests of most business owners – instead we price our **bookkeeping service at \$45 per hour + GST** and, in consultation with you, make a fair assessment of the time involved to arrive at an overall cost (agreed with you before we start the job).

Please contact Ross or Stacey on 08 6262 8327 or email: bookkeeping@astrotax.com.au for more information or to discuss further.

