



Offices in Dianella and Byford  
Looking after clients across all regions of WA and beyond  
(08) 6262 8327 / admin@astrotax.com.au  
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## Bookkeeping Services

**Xero Certified Advisors**

**MYOB/Reckon experienced**

**QB Intuit Certified ProAdvisors**

### 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)
- Single Touch Payroll, including lodgement with the ATO
- 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](mailto:bookkeeping@astrotax.com.au) for more information or to discuss further.

