Image Accounting Ltd.
LANGLEY, BRITISH COLUMBIA

PROPOSAL

Monthly bookkeeping, payroll and corporate tax services

Books that are reviewed every week, a summary in your inbox, payroll that runs itself and a corporate return filed on time. Four ways to work together, chosen to fit the size of your business.

PREPARED FOR

PREPARED BY

David Jung
Image Accounting Ltd.

DATE

November 18, 2026
Valid until December 18, 2026

INTRODUCTION

Books you can rely on, without doing them yourself

Thank you for considering Image Accounting Ltd. Since 2016 I have prepared returns for individuals and companies across the Lower Mainland. This proposal sets out a monthly service that keeps your books current all year, so tax time is a formality and you always know where the business stands.

Every option below is one flat monthly fee, agreed before we start. You know the cost in advance, and you can call or email with questions without watching the clock.

INCLUDED IN EVERY PLAN, ON AN ONGOING BASIS

Automatic bank feeds

Your bank and credit card accounts are connected to QuickBooks Online, so transactions download on their own. There is nothing to send us.

Every transaction reviewed

A professional reviews and categorizes every line. Rules learn your regular vendors, and anything unusual is checked with you.

A weekly summary

Each Monday you receive a short summary: money in, money out, cash on hand, and anything we need from you.

Year-end and T2 included

Year-end financial statements and the T2 corporate return (a $800 value) are included in every plan. There is no separate year-end bill.

Sales tax filed on time

GST/HST and PST returns are prepared and filed for each reporting period.

CRA support

We handle CRA letters and questions on the periods we keep, and you have one person to call.

HOW IT WORKS

01
Feeds download
Bank and card transactions arrive in QuickBooks on their own.

02
We review
Every line is categorized and checked by a professional.

03
You hear from us
A summary every Monday, with any questions for you.

04
We file
Sales tax, payroll and year-end returns go in on time.

AT A GLANCE

Four plans, one standard of care

Each plan builds on the one before it. Start where your business is today and move up as it grows, without changing accountants or systems.

SERVICE	Foundation	Operations	Performance	Executive
QuickBooks bank feeds, every transaction reviewed	✓	✓	✓	✓
Bookkeeping frequency	Weekly	Daily	Daily	Daily
Weekly summary to the owner	✓	✓	✓	✓
Monthly bank and credit card reconciliation	✓	✓	✓	✓
GST/HST and PST returns	✓	✓	✓	✓
Owner salary, automated in QuickBooks Payroll	✓	✓	✓	✓
Payroll for employees	–	Up to 10	Up to 25	Up to 50
Remittances, ROEs, T4 slips and WorkSafeBC	Owner only	✓	✓	✓
Year-end financial statements	✓	✓	✓	✓
T2 corporate return ($800 value)	Included	Included	Included	Included
Automated A/R follow-up and A/P aging summary	–	✓	✓	✓
Project costing: labour, material and overhead per job	+$150/mo add-on	+$150/mo add-on	✓	✓
Job costing report	–	–	Weekly	Daily
Image Business Suite	–	–	–	✓
Daily briefing: email, job costing, sales, A/R and A/P	–	–	–	✓
Transactions per month	Up to 150	Up to 500	Up to 750	Up to 1,000
Monthly fee, plus GST Ask for a quote at imageaccounting.ca/quote	**$375** per month	**$650** per month	**Quote** for your company	**Quote** for your company

SERVICE PLANS

What each plan includes

Foundation

Weekly bookkeeping and owner payroll for owner-run companies

$375
per month, T2 included

- We review and categorize every transaction from your QuickBooks bank and credit card feeds each week.
- You receive a weekly summary: money in, money out, cash on hand, and anything we need from you.
- Monthly reconciliation of every bank and credit card account, so the books always tie to the statements.
- Owner salary set up once in QuickBooks Payroll and run automatically, with source deductions remitted to CRA.
- GST/HST and PST returns prepared and filed on time.
- Year-end financial statements, the owner's T4 slip and the T2 corporate return, all included.
- Answers to your questions by phone or email, and help with CRA letters.

Operations

Daily bookkeeping and payroll for a growing team

$650
per month, T2 included

- **Everything in Foundation**, with bookkeeping done every business day instead of weekly.
- Payroll for up to 10 employees in QuickBooks Payroll: pay runs, direct deposit and pay stubs.
- Source deduction remittances, Records of Employment, T4 slips and the T4 Summary.
- WorkSafeBC payroll reporting and the annual return.
- Automated accounts receivable follow-up: reminders go out on overdue invoices before they age.
- An accounts payable aging summary, so you can see what is due and what is overdue at a glance.
- A monthly profit and loss and balance sheet, with a short note on what changed.

Job costing add-on, $150 per month, on Foundation or Operations. Image Business Suite for your team, crew timesheets from their phones, receipts filed on each job, and labour, material and overhead per job, estimate against actual. Without moving up a plan.

PERFORMANCE PLAN

Know what every job really earned

Performance

Operations plus job costing on every project, so you know which work makes money

Quoted for your company

Ask for a quote: imageaccounting.ca/quote

- **Everything in Operations**: daily bookkeeping, automated A/R follow-up and the A/P aging summary, with payroll for up to 25 employees.
- Every job set up as a project in QuickBooks, so revenue and costs land on the job they belong to.
- Supplier bills and card purchases matched to their job by the site address or PO on the invoice, with the receipt attached.
- Labour costed from your timesheets at each worker's wage, with overtime past 40 hours a week at time and a half.
- Overhead shared across jobs by crew day, so each job carries its fair part of rent, trucks, insurance and the office.
- A weekly job costing report: revenue, labour, material, gross margin, overhead and net profit for every job.
- A weekly check for costs not on a job yet, purchases with no receipt, and timesheet hours with no project.

SAMPLE REPORT

What the weekly job costing report looks like

Every Friday you receive this report for each open and finished job. The projects and figures below are invented to show the format; yours come from your own QuickBooks file and timesheets.

SAMPLE REPORT · INVENTED PROJECTS AND FIGURES

Job costing by project

Year to date · updated every Friday

PROJECT	REVENUE	LABOUR	MATERIAL	GROSS MARGIN	%	CREW DAYS	OVERHEAD	NET PROFIT	NET %
P-2041 Site preparation, 1200 Example Rd	$18,400	$6,120	$1,350	$10,930	59%	7	$4,270	$6,660	36%
P-2043 Retaining wall, Sample Ridge	$24,750	$9,880	$2,940	$11,930	48%	12	$7,320	$4,610	19%
P-2044 Drainage repair, 88 Demo Ave	$9,600	$3,410	$420	$5,770	60%	4	$2,440	$3,330	35%
P-2046 Concrete pad, Placeholder Tower	$14,200	$5,260	$3,780	$5,160	36%	9	$5,490	**−$330**	**-2%**
P-2047 Excavation, 450 Fictional Way	$31,500	$11,940	$12,600	$6,960	22%	14	$8,540	**−$1,580**	**-5%**
P-2049 Final grading, Testcase Park	$7,800	$2,150	$260	$5,390	69%	3	$1,830	$3,560	46%
All projects	**$106,250**	**$38,760**	**$21,350**	**$46,140**	**43%**	**49**	**$29,890**	**$16,250**	**15%**

What it shows

Concrete pad made a gross margin of $5,160, but it took 9 crew days. Once its share of overhead is counted, it lost money. The next quote for work like it needs more days or a higher price.

Caught this week

4 supplier bills ($2,315) with no job, matched by site address and moved. 3 card purchases with no receipt photo. 11.5 timesheet hours with no project.

How it is worked out

Labour: timesheet hours × wage, overtime at 1.5×. Material: every other cost charged to the job. Overhead: $610 a crew day (operating expenses of $134,200 over 220 working days).

EXECUTIVE PLAN

Your accountant and your software, in one

Executive

Everything in Performance, plus one business suite that replaces your software stack

Quoted for your company

Ask for a quote: imageaccounting.ca/quote

- **Everything in Performance**: daily bookkeeping, project costing and year-end financial statements, with payroll for up to 50 employees.
- **Image Business Suite**: customers, sales, quotes, jobs, schedules, invoices, email and files on one shared record, with one login and one bill.
- **A daily briefing** each morning covering:
  - Email correspondence: who wrote, what needs an answer, and what is waiting on someone else
  - Job costing: labour, materials and subcontractors against each job's budget
  - Sales tracking: new leads, quotes sent, quotes won and the pipeline
  - Accounts receivable: who owes what, and how long it has been outstanding
  - Accounts payable: the aging summary, with what is due this week
- Built around how your business already works: your job stages, your forms, your roles and your wording.
- Your records brought across from the tools you use now. You keep each one running until its replacement has proven itself, then cancel it.
- The price does not rise as you hire. You are not paying per seat.

One-time setup and data migration, quoted with the plan. It covers fitting the suite to your business and bringing your records across, and it is billed once when the suite is set up.

WHAT THE SUITE REPLACES

One suite instead of a dozen subscriptions and an office administrator

Estimated monthly software cost for a company of 30 to 50 people, at each vendor's list price in Canadian dollars. Your books and payroll stay in QuickBooks, so accounting and payroll software are not counted here.

SOFTWARE	TYPICAL PLAN	CAD / MONTH
Sales and customers (CRM) Salesforce, HubSpot	8 users at $138	$1,104
File storage Dropbox, Box	40 users at $20	$800
Projects and tasks Asana, monday.com	20 users at $34	$680
Support desk Zendesk, Freshdesk	3 agents at $159	$477
Field jobs and dispatch Jobber, Housecall Pro	Team plan	$410
E-signatures DocuSign, Dropbox Sign	5 users at $62	$310
Scheduling Calendly, Acuity	12 seats at $22	$264
Invoicing and bill pay BILL, FreshBooks	2 users at $90	$180
Email and newsletters Mailchimp, Constant Contact	5,000 contacts	$105
Connecting the tools Zapier, Make	Team plan	$95
Forms Jotform, Typeform	Starter business plan	$55
Estimated total		**$4,480**

TYPICAL COST TODAY, IN CANADIAN DOLLARS

Software above The eleven subscriptions listed above	$4,480
A full-time office administrator Data entry, invoicing, chasing payments, scheduling and filing: the work the suite and our team take over. $28.85 an hour, full time, plus about 12% employer costs	$5,600
Total per month	**$10,080**

TYPICAL COST TODAY

$10,080

CAD per month, about $120,960 a year

EXECUTIVE PLAN

One monthly fee

software, bookkeeping, payroll and the T2, quoted for your company

YOUR SAVING

Ask for a quote

imageaccounting.ca/quote or 604-427-1737

List prices from vendor pricing pages, November 2026, on annual billing; prices listed in US dollars are converted at US$1 = C$1.38. Product names belong to their owners and are shown only to describe what each part replaces. Administrator wage: Job Bank median for office administrative assistants in the Lower Mainland, $28.85 an hour. Your own figures will differ: we review your current subscriptions and staffing with you before you decide.

TERMS

How the engagement works

Fees
Monthly fees are billed at the start of each month, plus GST, and paid by pre-authorized debit or credit card.

Corporate tax return
The T2 return (a $800 value) is included in every plan. Because we keep the books, the financial statements it needs are already done.

Software subscriptions
QuickBooks Online and QuickBooks Payroll are billed by Intuit directly to your company. Image Business Suite is included in the Executive fee.

Catch-up and cleanup
If prior months are behind or need correcting, we quote that work separately before starting.

Growing past a plan
Each employee beyond the plan limit (10, 25 or 50) is $25 per month. Volumes above the plan limit, additional companies or holding companies are quoted.

Not included
Personal tax returns, tax planning projects, CRA audits beyond correspondence, and financial statements for lenders beyond the year-end set are quoted when needed.

Your part
Keep bank feeds connected, answer our weekly questions, and send receipts for purchases over $75 and any documents CRA requires.

Term
Month to month after the first three months. Either party can end the engagement with 30 days' written notice.

Your records
Your books belong to you. If you leave, you keep your QuickBooks file and everything in it.

NEXT STEPS

01
Choose a plan
Mark your choice below and sign.

02
Connect
We set up QuickBooks access and your bank feeds.

03
Review
We review the year to date and confirm any catch-up work.

04
Monthly service
Your first weekly summary arrives the following Monday.

ACCEPTANCE

I accept this proposal for the plan marked below, on the terms above.

☐ Foundation · $375/month ☐ Operations · $650/month ☐ Performance · as quoted

☐ Executive · as quoted ☐ Job costing add-on · +$150/month

Company _____ Date _____

Authorized signature and name _____ David Jung, Image Accounting Ltd.