

**Community Accounting Asheville**  
**Maggie Barry**  
**maggiembarry7@gmail.com**  
**828.400.1050**

## **FOR YOUR INFORMATION ONLY - PLEASE KEEP**

### **Privacy & security**

- I use a separate password protected computer for all my accounting clients & business
- My business google account with associated drive is automatically signed out of when I stop using it
- I have an anti-virus/malware running or scanning at all times
- My office door has a deadbolt installed
- I have a locked file cabinet for client files
- I will NEVER share your personal identification information with anyone without your written consent
- All documents with personal identification information will be sent through Verifyle to you. I can provide a dropbox link for you to send me documents with personal identifying information.
- Do not send me any documents by text or email that have personal identification information on them

### **Billing**

- Bookkeeping is billed at \$50 per hour
- Bookkeeping includes quickbooks, spreadsheets for expenses, payroll & payroll taxes & 1099s
- Tax related work is billed at \$100 per hour - tax related work includes estimated tax payments, interfacing with IRS or NCDOR on your behalf for personal/business income tax related matters
- Typically bookkeeping takes 1-6 hours per month depending on how many accounts are connected to Quickbooks, whether or not you have payroll, how clean you keep your accounts, employees etc. I do not require any contract for bookkeeping
- I email and invoice every other Friday
- Payment is due upon receipt
- I accept cash, check, Zelle, credit card
- For credit card I add the ~3% fee to the bill
- Zelle is [maggiembarry7@gmail.com](mailto:maggiembarry7@gmail.com) My favorite - no fees for anyone! 😊
- Quickbooks, if you use, also has an easy payment system

### **Email communication etc.**

- After I finish a month's bookkeeping I will email statements and reports to you
  - If you want less attachments or anything done differently please let me know
  - We can meet in person whenever you want or as the need arises
  - I will need bank codes from you periodically, as I am signing in - please let me know the best times for you to receive and send a quick text
- updated 6/2024*