

Flat Package „SME Services“

We count on optimized and automated processes which are suited to your demands and requirements. You support us as much as possible. The more you do by yourself the more favourable will flat package be for you.

Description	Client	TrediaG
Debtors		
Issue an invoice to clients	✓	
Booking of incoming payments		✓
Create and send payment reminders		✓
Creditors		
Proof the invoices	✓	
Register and enter the creditors		✓
Prepare a payment run and implement in E-Banking (DTA)		✓
Payment approval	✓	
General Ledger		
Booking of liquid asset movements		✓
Booking of expenses and cash voucher		✓
Accruals and deferrals (monthly, quarterly or yearly)		✓
Reconciliation of the most important balance sheet accounts as well revenue and expense accounts		✓
Wage accountancy		
Prepare monthly payroll accountings and send it to employees by E-Mail		✓
Tax at source preparation on quarterly base		✓
Prepare year end declaration to the social departments and insurances		✓
Prepare wage statements / wage certifications		✓
Monthly or Quarterly financial statements		
Prepare periodic accruals and deferrals		✓
Depreciation		✓
Foreign currency calculations / revalue foreign currency accounts		✓
Prepare a Management report		✓
Annual Financial Statements		✓
Tax return		✓

Standard pricing for above schedule:

Monthly Standard Fee for complete Administration						
1 EMP	2 – 3 EMP	4 – 5 EMP	6 – 8 EMP	9 – 10 EMP	11 – 15 EMP	16 – 20 EMP
360.-	415.-	490.-	570.-	690.-	920.-	1'200.-
Additional Fee per employee per month (Wage Administration)						
1 EMP	2 – 3 EMP	4 – 5 EMP	6 – 8 EMP	9 – 10 EMP	11 – 15 EMP	16 – 20 EMP
40.-	40.-	40.-	35.-	35.-	35.-	30.-

One time cost for the setup is CHF 1000.- additionally CHF 15.- per employee. All prices are excluding VAT and prices are subject to change.