



SMART START PACKAGE SOLO by MYOB and Jim's Bookkeeping

TERMS & CONDITIONS

The SMART START PACKAGE service set-up will be carried out by a Jim's Bookkeeper and are resellers of SOLO by MYOB.

The client will be provided with an engagement letter for signing from the Jim's bookkeeper for the **SMART START PACKAGE**.

Engagement Letters are customary across both the accounting and bookkeeping industries, and help to make clear several key aspects of the professional relationship, such as:

- The parties to the engagement.
- The scope of the engagement.
- The period of the engagement.
- The obligations of each party.
- Privacy and confidentiality.
- Pricing of services.
- Ownership of documents and software.

Who You Are Engaging

The entity which you are engaging for **SMART START PACKAGE** will be a Jim's Bookkeeper.

Scope of Engagement

The engagement extends to the following services:

- **12-Month SOLO by MYOB Accounting Software Licence** (Retail value: \$12)
- Initial phone call and assistance with the initial SOLO software set-up (including discount code)
- Review of ABN and GST registration (and updates if necessary)
- Assistance with setting up business bank accounts vis SOLO (ID required)
- Creating a compliant ATO invoice template in SOLO
- Enabling in-person payments in SOLO
- Setting up the correct chart of accounts in SOLO
- Coding and reconciling bank accounts each month in
- Best-practice bookkeeping advice

- Recording of receipts and payments into SOLO.
- Facilitation of the **SMART START PACKAGE** is covered by the Tax practitioner board as BAS Services and shall be completed by a BAS agent or a bookkeeper under supervision
- Telephone and email-based support.

To be clear, our engagement does not extend to the following services:

- **Provision of BAS Services including preparation of Activity Statements.**
- Dealing with the ATO on your behalf on matters relating to BAS Services.
- Preparation of Income Tax Returns.
- Preparation of Fringe Benefits Tax Returns.
- Variation of PAYG Instalments and FBT Instalments that appear on Business Activity Statements.
- Technical advice on matters of income tax or fringe benefits tax law.
- Dealing with the ATO on your behalf on matters relating to Tax Agent Services.

Period Covered by Our Engagement

Our engagement will be two months from the date the engagement letter is signed by all parties.

Privacy and Confidentiality

Unless we have a legal duty to do so, we will not disclose information relating to your affairs to a third party (other than parties contracted by our firm) without your express permission.

Price SMART START PACKAGE

Scope of Services

SOLO BY SOLO by MYOB Set Up

- Creation and configuration of your SOLO by MYOB file
- Chart of accounts tailored to your business
- Bank feeds, GST settings, invoice templates, and system preferences
- Ensuring compliance with ATO requirements

Training

- One-on-one SOLO BY MYOB training session(s)
- Covers set up, invoicing, bills, bank feeds, reporting, GST/BAS workflows

Reconciliations

- 2 x Months bank reconciliations
- Review and correction of coding
- Identification of errors or GST issues

Pricing

First Two Months

- **Total cost: \$11 including GST**
- **SOLO by MYOB Software: Free for 12 months**
- Includes setup, training, and bookkeeping for the first 2 months.

After Two Months

- Optional Monthly bookkeeping starting from **\$220 per month**.