

Accounting Agency Mesiperä Ltd – Service Fees

Billing Terms

Accounting services are billed for each period, which is typically a month (“Service Period”). The basis is the number of events which have happened, or which have been entered during the period in question, regardless of the entry date for the events. If using other software than Fennoa, the basis is the entry date in accounting.

Fee Structure

The fee for each Service Period comprises the following parts:

1. A base fee for the chosen service package and agreed Premium services.
2. A variable part, which is determined by the number of accounting vouchers, pay slips as well as the use of some extra features in the software.
3. Possible hourly fees or agreed upon special jobs.

The sub-sums of these parts are added up for each Service Period. This pricing model ensures that fees follow the amount of work needed, while still being predictable for our clients.

When using the financial administration software **Fennoa**, software fees are included in our prices, when the service period is one month. Please note, that your bank may charge separately for use of the Web Service -channel or for bank statements.

For accounting done quarterly or yearly, one base fee for the service package is levied per Service Period (Part 1. Above), as well as parts 2. & 3., along with a software upkeep fee for two (quarterly accounting) or eleven (yearly accounting) months.

Communicating with clients is work billable by the hour. This can consist of responding to client messages or phone calls. In addition, the accounting agency can of its own initiative send emails or

Business ID: 3134786-7

other messages to the client. This can be for example a request for missing or late accounting material, or noting something related to accounting, taxation, or other matter of note. This kind of communication is short, and always for the benefit of the client.

Cooperation and communication with associates of the client, e.g. auditors, is billable by the hour.

Extracting reports or other documents from client systems (e.g. Stripe, Checkout or Shopify), as well as processing spreadsheet data for accounting is billable by the hour.

If the fees for the services have been agreed differently to what is written in this document, this separate agreement takes precedence.

All prices shown without VAT.

Fees

1. Service Package Base Fees

The table on the following page contains the base fees for service packages, as well details on what the service packages contain:

Business ID: 3134786-7

Base fee / month (prices from)		
	Accounting Routine 94€	Premium services According to contract or as shown
Shared financial platform	✓	-
Fennoa App	✓	-
Bookkeeping	✓	-
VAT filings	✓	-
EU recapitulative statements	✓	-
Financial statement	✓	-
Tax filing	✓	-
Sales invoicing	✓	-
Digital purchase invoices	✓	-
Travel invoicing	✓	-
Digital receipt reception	✓	-
Payments from the software	✓	-
Some consulting	✓	-
Light project accounting	✓	-
A fair amount of consulting	✗	✓
Monitoring of tax prepayments	✗	✓
Dividend declarations	✗	✓
Extensive project accounting	✗	✓
Monitoring of receivables & payments	✗	✓
Management accounting	✗	✓
Cash flow monitoring	✗	✓
Monitoring of key figures	✗	✓
Budgeting	✗	✓
Outsourced sales invoicing	✗	✓
Tax planning	✗	✓
Special declarations	✗	✓
OSS-filing	✗	✓ +30€ / month
<p>Fees are for typical business activities. Investment companies, companies with complicated tax laws (property development, used goods, partial VAT-deductions) or companies requiring more work than usual may necessitate negotiations on the base fee wh</p> <p>Our Accounting Routine -package includes 30 minutes for consulting and communication each Service Period. Additional time may be billed as hourly work.</p> <p>A financial statement and corporate tax declaration are included in Service Period fees if the whole year has been done by Accounting Agency Mesiperä. If accounting is continued mid-financial year, an extra fee of c. 8% of usual monthly fees may be levied for each month done by another party.</p> <p>Features apply to the Fennoa suit; if using other software, features cannot be guaranteed.</p>		

Business ID: 3134786-7

2. Variable Part

The following table contains the fees for services of the variable part:

Event fees, salaries and Fennoa-extras	
Sales- or purchase invoice/receipt	2,4€ per item
Trip or expense on travel invoice	1,4€ per item
Bank or cash events entered by hand	1,3€ per event
Scanning fee for invoices scanned from the post box or scanning email	1,1€ per item (Fennoa)
Printing and postage fee, sales invoice to Finland	1,5€ per item (Fennoa)
Printing and postage fee, sales invoice abroad	3€ per item (Fennoa)
Printing and postage fee, sales invoice to Finland, additional pages over 6 pages	0,7€ per extra page (Fennoa)
Digital signatures	1,7€ per signature (Fennoa)
Salary slips	23€ per slip, price from
Salary slips, salary calculated from net salaries	28€ per slip, price from
Dividend withholding declaration	10€ per declaration
Dividend annual declaration	15€ per dividend receiver
Integration with another software on Fennoa's end – also check for possible fees at the other end	35€ per month (Fennoa)
Dormant month software fee, no feature for purchase e-invoices.	10€ per month (Fennoa)
Dormant month software fee, with feature for purchase e-invoices.	35€ per month (Fennoa)
<p>Sales reports from external systems are normally counted as one sales invoice. Credit card invoices as well as individual purchase receipts are each counted as one invoice.</p> <p>Special vouchers, such as reports from investment portal, purchase contracts of several pages or other such can, at the accounting agency's discretion, be counted as several invoices, depending on the level of work needed.</p> <p>The fee for pay slips is for usual pay slips, which include vacation salary reservations, fringe benefits are easy to calculate, and the salary is paid to a person generally tax liable in Finland. A moderate amount of advice and consultation is included in the fee.</p> <p>Pay slips demanding more work, importation of work time records or more detailed collective work agreement consultation are billed according to a separate agreement.</p> <p>A bank or cash event entered by hand (PDF- or paper account statement, Holvi-statement, foreign banks, cash register etc.) is one row on these statements.</p> <p>If accounting is not done monthly, only a software fee is levied for dormant months, and one base fee + other fees for the whole period.</p>	

Business ID: 3134786-7

3. Hourly fees

Our hourly fee for additional and extra jobs is 75€ / h (VAT 0%), rounded up to the next 15-minute mark.

4. Other fees

The following one-time fees are applied when commencing services, or when opening a scanning address mid-service.

Starting fees	
Normal starting fee	149€
Optional opening of a scanning service post box and email	60€
Extra consultation at start	Billed by the hour
Extra clearing up after previous accounting	Billed by the hour
<p>The starting fee includes opening the company in Fennoa with the feature of receiving e-invoices, training in the use of Fennoa, entering of old accounts as well as other normal starting procedures.</p> <p>The usual starting fee is based on the premise, that there is a balance breakdown of good quality available. Any extra clearing work is billed by the hour if no quality breakdown is available.</p> <p>If accounting is continued mid-fiscal year, the first part of the year must be properly done, and it can be subject to a perfunctory check.</p>	

For registering businesses and companies, the following fees apply:

Company registration services	
Private trader (FIN: "toiminimi")	160€
Ltd, Limited partnership or General partnership	240€
Cooperative or association	390€
<p>Starting procedures include c. an hour of consultation, as well as filling necessary forms.</p> <p>Unusual procedures, such as permits for non-ETA residents or non-standard articles of association are with hourly billing.</p> <p>Fees do not include PRH or other official fees.</p>	