

GMS Business Accountants Ltd
4 Cheere Way
Papworth
CB23 3NZ

T: 07739 828423
E: graham.wesson@gms-accountants.co.uk
W: gms-accountants.co.uk
Company No: 12475920

Introduction

This document sets out the accountancy and support services we can provide, what is included within the quoted fee, and how work outside the agreed scope will be charged.

Our aim is to offer clear, practical advice, proactive support, and transparent pricing — helping you stay compliant while making informed business decisions.

Scope of Services

Services will be tailored to your business needs and reviewed annually depending on your ongoing requirements. A list of available services is provided below. Your proposal will be customised to your specific business needs.

Annual Services

- Sole Trader Tax Return
- Self-Assessment
- Limited Company Accounts and Tax Return
- Partnership Tax Return including SA
- Confirmation Statement which Includes Companies House Fee

Weekly/Monthly/Quarterly Services

- Payroll charged Per Employee per Month
- VAT Return charged Per Return
- Book-keeping charged Per Hour
- Management Accounts – Per Hour
- Management Accounts – Day Rate
- Financial Controller – Per Hour
- Financial Controller – Day Rate

One Off Services

- Setting up VAT
- Setting up Payroll & NEST Pension
- Setting up a Limited Company which Includes Companies House Fee

Fees & Scope of Work

Our fees cover the services agreed in the proposal I sent and the standard scope set out in this proposal. Work outside that scope is charged separately so that fees remain clear and proportionate to the work required.

Company Number: 12475920 VAT Number: 502700738

Services Include:
Personal and Business Tax Returns, Payroll, Book-Keeping, Management Accounts

Please note:

- The quoted fee assumes that complete and accurate records are provided by the agreed deadline and that the information supplied is not materially different from that provided when the quote was prepared.
- Work outside the agreed scope is charged at £75 plus VAT per hour. We will tell you as soon as it becomes apparent that additional work is required and discuss the charge with you in advance wherever reasonably possible.
- Except for the routine submissions specifically included above, all correspondence with HMRC falls outside the proposed work. HMRC telephone calls, online messages, follow-up work, enquiries, payment issues, penalties, appeals and investigations are charged at £75 plus VAT per hour.
- Letters prepared on your behalf, including letters to HMRC, are charged at £75 plus VAT per letter and include one client review before issue. Further amendments or related work are charged at £75 plus VAT per hour.
- No additional fee will apply where work is required solely to correct an error made by GMS Business Accountants Ltd.
- Software costs are invoiced separately and passed on at cost.
- Prices apply to the current calendar year and may change from April each year. We will provide as much notice as possible of any changes.
- The quoted fee includes reasonable routine emails and telephone queries that relate directly to the services selected and can be answered without additional investigation, calculations, research or work on the accounting records. Where a query requires substantive work, repeated correspondence, reviewing or correcting records, contacting a third party, or advice outside the agreed scope, this will be charged at £75 plus VAT per hour. We will explain when a query falls outside the agreed scope and advise you of the likely charge before carrying out the work, wherever reasonably possible.
- Optional monthly support – For clients requiring ongoing routine advice beyond the queries included within their selected services, monthly support is available for £75 plus VAT per month. This includes up to one hour of email or telephone support each month. Unused time does not carry forward. Support exceeding one hour, or requiring detailed calculations, research, review of records or contact with third parties, will be charged at £75 plus VAT per hour.
- Payment is due within 14 days of the invoice date.

Included Scope of Core Services

Where a service is selected in Appendix 1, the following standard scope applies:

- VAT returns - Preparation, review and submission of the VAT return using the records provided. Brief queries that can be resolved without reviewing or amending the underlying bookkeeping are included. Transaction-by-transaction reviews, corrections, reconciliations, repeated follow-up, or changes after you have confirmed that the bookkeeping is complete are outside the quoted fee and are charged at £75 plus VAT per hour.
- Payroll - Processing the agreed regular monthly payroll, including one change instruction per monthly pay run. Each additional change is charged at £5 plus VAT.
- Limited company year-end accounts and Corporation Tax return - Preparation of the annual accounts and Corporation Tax return, reconciliation of the balance sheet accounts, one client meeting to review both documents, and filing of the approved accounts and tax return with Companies House and HMRC.
- Self-Assessment - Preparation of the Self-Assessment tax return, one online review meeting of up to 30 minutes, and submission to HMRC once approved.
- Sole traders - Preparation of the sole trader accounts and Self-Assessment tax return, one client review, and submission to HMRC once approved.

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Working Relationship

We believe good accountancy is built on communication, clarity, and trust. You will have direct access to your accountant and receive timely responses to reasonable routine queries relating to the services selected. More detailed advice or work outside the agreed scope will be discussed and charged separately.

Best Wishes,

Graham Wesson

Owner/Director

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