# **Accountancy Packages**

## Bronze Package

This package is ideal for small businesses who require accounting services with a turnover of less than £75,000 per year and employ up to 5 people.

- Issuing and processing invoices
- Processing expenses
- VAT returns

- Monthly payroll
- HMRC statutory reporting
- 1 hour ad-hoc telephone support

### Silver Package

This package is ideal for small to medium sized businesses who require accounting services and employ up to 25 people.

- Issuing and processing invoices 

   Monthly payroll
- Processing expenses
- VAT returns

From £130 + VAT

- HMRC statutory reporting
- 2 hours ad-hoc telephone support
- Process of work place pensions with payroll slip and choice of SMS or email

## Gold Package

This package is ideal for medium to large businesses who require accounting services and employ up to 50 people.

- Issuing and processing invoices
   Monthly payroll
- Processing expenses
- VAT returns

- HMRC statutory reporting
- 3 hours ad-hoc telephone support Process of work place pensions with payroll slip and choice of SMS or email

#### \* Receive a 10% discount when purchased with HR package

All packages are purchased on a minimum 12 month contract. Prices exclude any software costs required to provide the services requested. All prices displayed are monthly costs for each package. \* 10% Discount only applies when purchased with a HR package.

SENECA HOUSE • BUNTSFORD PARK ROAD • BROMSGROVE • WORCESTERSHIRE • B60 3DX



From £999 + VAT

> NUMBER: 0121 445 6178 EMAIL: ENQUIRE@ASPIREPARTNERSHIP.CO.UK WEBSITE: WWW.ASPIREPARTNERSHIP.CO.UK



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# Human Resources Packages

## Bronze Package

This package is ideal for small businesses who require HR services with a turnover of less than £75,000 per year and employ up to 5 people.

- Basic contract of employment
- Disciplinary and grievance policy
- 1 hour ad-hoc telephone support

### Silver Package

This package is ideal for small to medium sized businesses who require HR services and employ up to 25 people.

- Contract of employment
- HR recruitment paperwork
- Employee handbook

From £75 + VAT

- 2 hours ad-hoc telephone support
- Half day HR audit visit

## Gold Package

This package is ideal for medium to large businesses who require HR services

- Contract of employment
- HR recruitment paperwork
- Employee handbook
- 3 hours ad-hoc telephone support
- Annual audit of contractual documentation
- Full day HR audit visit

#### \* Receive a 10% discount when purchased with Accountancy package

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From £399 + VAT

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