VELVET LEDGER
SOLUTIONS
CLEAR BOOKS. CALM BUSINESS.

Services & Pricing Guide

AAT Licensed Bookkeeper

Professional bookkeeping support for sole traders, partnerships and small businesses.
Helping you keep your finances organised, accurate and up to date

www.velvetledgersolutions.co.uk

hello@velvetledgersolutions.co.uk

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Meet your Bookkeeper

Hi, I'm Ami, an AAT Licensed Bookkeeper

I provide bookkeeping support for sole traders, partnerships and small businesses who want organised financial records without the stress of managing everything themselves.

Whether you need ongoing bookkeeping, support with VAT, payroll, accounting software or help getting your records back on track, services can be tailored to suit your business.

My goal is simple: to keep your records accurate and up to date, so you can focus on running your business.

✓ AAT Licensed	✓ Tailored Support	✓ Personal Service
Professional bookkeeping support	Services built around your business	Friendly and approachable support

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Our Services

Monthly Bookkeeping

Ongoing bookkeeping support to keep your records accurate, organised and up to date.

Catch-Up Bookkeeping

Bringing overdue records up to date and helping you regain control of your bookkeeping.

VAT Returns

Preparation and submission of VAT returns using accurate financial records.

Payroll

Payroll processing and payslip production for businesses with employees.

Xero Setup & Support

Setting up and reviewing Xero systems to help streamline your bookkeeping processes.

Accounts Inbox Management

Helping manage and organise financial documents, invoices and receipts.

Credit Control

Supporting businesses with customer payment reminders and outstanding invoices.

Inventory Support

Bookkeeping support for businesses managing stock and inventory.

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Monthly Bookkeeping

Reliable bookkeeping support tailored to your business

What's Included

✓ Recording income and expenses

✓ Bank reconciliations

✓ Receipt & invoice processing

✓ Financial record maintenance

✓ Software support

✓ Accountant liaison when required

Tailored Pricing

Every business is different. Pricing is based on:

✓ Transaction volume

✓ Number of bank accounts

✓ VAT requirements

✓ Payroll requirements

✓ Complexity of records

Available Add-On Services

Compliance

✓ VAT Returns

✓ Payroll

Administration

✓ Accounts Inbox Management

✓ Credit Control

✓ Inventory & Stock Support

What This Means

Your bookkeeping is kept accurate, organised and up to date, giving you confidence in your records and more time to focus on running your business.

Pricing is tailored to your business and will be confirmed following an initial consultation.

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Monthly Bookkeeping Pricing

Transparent pricing tailored to your business

Up to 50 Transactions	**From £50 per month**
51–100 Transactions	**From £80 per month**
101–250 Transactions	**From £110 per month**
251–500 Transactions	**From £240 per month**
500+ Transactions	**Bespoke Quote**

A transaction is typically a sales invoice, supplier invoice, receipt, bank payment or bank receipt.

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Catch-Up Bookkeeping

Fallen behind on your bookkeeping?

Pricing

Transaction Volume	From
Up to 100 Transactions	£75
101–250 Transactions	£150
251–500 Transactions	£275
500+ Transactions	Bespoke Quote

Includes

✓ Review of existing records

✓ Organisation of invoices and receipts

✓ Processing outstanding transactions

✓ Bank reconciliation

✓ Correction of bookkeeping errors where identified

✓ Preparation for ongoing bookkeeping support

Get back on track with accurate, organised records and a clear view of your finances.

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VAT, Payroll & Software Support

Additional services available alongside your bookkeeping package.

VAT Returns

From £45 per return

✓ VAT return preparation

✓ HMRC submission included

✓ MTD compliant filing

✓ Review of VAT records

Payroll

From £15 per employee/month

✓ Payroll processing

✓ Payslips issued

✓ HMRC submissions

✓ Year-end payroll support

Xero Set-Up and Support

From £75 one-off

✓ Initial Xero setup

✓ Chart of accounts review

✓ Bank feed guidance

✓ Basic training and support

Already using accounting software? Existing systems can be reviewed and optimised where required.

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Additional Support Services

Optional add-ons available alongside monthly bookkeeping packages.

Inbox Management

From £20/month

✓ Management of your accounts inbox

✓ Supplier invoice chasing

✓ Receipt organisation

✓ Document filing

Credit Control

From £25/month

✓ Reminder emails

✓ Outstanding invoice monitoring

✓ Payment follow-up support

✓ Review of overdue customer balances

Inventory Support

From £30/month

✓ Inventory record maintenance

✓ Stock value reconciliation

✓ Stock valuation support

✓ Inventory reporting assistance

Available exclusively to bookkeeping clients.

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How it Works

Getting Started is Simple .

01.
Initial Enquiry

02.
Discovery Chat

03.
Proposal & Quote

04.
Compliance Checks

05.
Onboarding

06.
Ongoing Support

The onboarding process is designed to be straightforward, secure and hassle-free.

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Ready To Get Started?

Professional bookkeeping support tailored to your business.

Let's Talk

Whether you need ongoing bookkeeping, catch-up support or help getting your records organised, I'd be happy to discuss your requirements.

Contact

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🌐 www.velvetledgersolutions.co.uk

Credentials

Professionally licensed through AAT
AML Supervised
Supporting businesses across the UK with reliable, organised bookkeeping services.



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