



offered by:



Contact Joe Martin

Phone: 440-471-4837

Proposal for Payroll Services

XYZ Company
123 Main Street
Oberlin, OH 44145

Number of Employees for Payroll Processing: 8
Payroll Frequency: Bi-weekly
Number of Tax Jurisdictions: 4

Processing Fees: \$48.15 Bi-weekly

Services Include

Time Entry Service:

Time Clock Import

Check Delivery:

Direct Deposit
Secure Web Portal Remote Check Printing

Web Services:

Employee Changes and New Hire Updates
Online Pay Stubs and W2s for Employees
1 Hour Web Based Training

Tax Filing Services:

Federal Payroll Filings
All State Payroll Filings for 2 States
All Local Payroll Filings

Reports:

Cash Requirements and Deposits Report
Condensed Payroll Journal
Depository Totals report
Check Register
Earnings Report
1 Custom Report(s)
1 Additional Report(s)

W-2 Annual Est.: \$60.00

Annualized Cost: \$1,311.90

One Time Charges: \$100.00

1st Year Cost: \$1,411.90

Customer Signature to accept Proposal

Date