



Monthly Service Package

Let My Personal Bookkeeper help you stay organized and pay bills on an ongoing basis.

Services Provided:

- Mail Review
- Bill Payment - make sure all bills are paid on time
- Review credit card and bank statements to ensure all charges are appropriate and watch for fraud
- Filing - Paper Files or Digital Files
- Call Vendors to question bills
- Assist with Insurance Claims and Medical Bill Payment

Package Price: \$525

There is a maximum of 5 hours per month included in the monthly package price.

Any further hours needed in the month will be billed at the regular hourly rate.

The activities listed are suggestions and can be changed.

This does not imply that all the work can be completed in one month.

For more information or to purchase a package, contact My Personal Bookkeeper

info@mypersonalbookkeeper.com

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