

Your books, done every week.

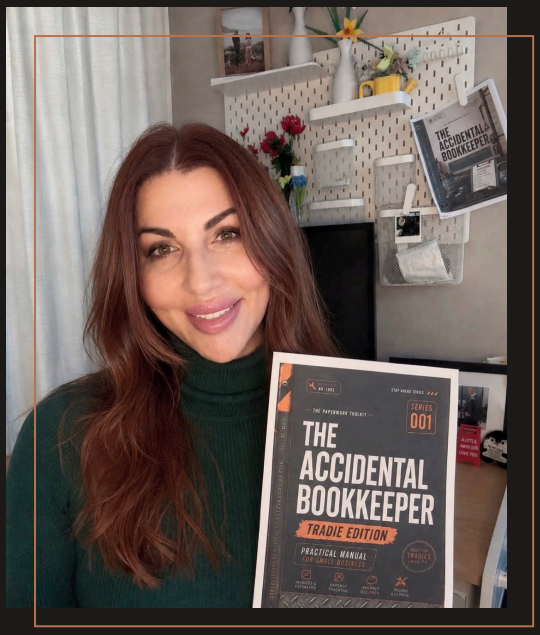
Bookkeeping for tradies.

You do the work. I'll keep the paperwork moving behind it. Weekly, done-for-you bookkeeping for a fixed monthly fee.

THE ACCIDENTAL Bookkeeper
SIMPLE ADMIN. REAL IMPACT.

Invoices out. Bills in. *Bank reconciled.*

MYOB OR XERO · PERTH, WA
FIVE CLIENT SPOTS ONLY



ABOUT ME

I didn't choose the numbers life, *the numbers chose me.*

I never planned to become a bookkeeper. I joined a family business at 18, the books needed doing, and they quietly became my job.

Thirty years later I'm still doing them, now as a part-owner. Nobody trained me. I learned it all on the job, one invoice, one supplier bill and one month-end at a time.

So I know exactly what it's like to end up with the books by accident. And because I'm an owner too, I know what the numbers mean when it's your money on the line.

I take on only five regular clients, so each one gets my full attention, every week.

THIRTY YEARS OF

Getting paid
Sending invoices, matching payments and keeping an eye on who's overdue.

Bills and receipts
Entering supplier bills and keeping track of what's owed and when.

Bank reconciliation
Making sure every transaction in the bank matches the books.

Cash flow
Knowing what's coming in and going out before it becomes a problem.

Month-end and year-end
Closing off each period so the books are clean and complete.

Accountant-ready files
Tidy, up-to-date books ready to hand over at BAS and tax time.

Kristy

THE ACCIDENTAL BOOKKEEPER

WHO IT'S FOR

Good at the trade. *Behind on the books.*

Busy tradies

Handymen and tradies who run lots of jobs a week and fall behind on invoicing.

The accidental bookkeeper

Partners who ended up doing the books and would rather hand them over.

Sole traders

Businesses without employees, using MYOB or Xero.

Accountant-ready

Anyone who wants clean, up-to-date books ready for BAS and tax time.

HOW IT WORKS

01 **Chat first**

A free 20-minute call about your business, how many jobs you run and what you need.

02 **Get access**

You add me as a user in your MYOB or Xero file and set up a simple way to send paperwork, such as a shared folder or a receipts email.

03 **Send job details**

Each week, send your finished jobs: who, what and how much. A photo of your job notes or a quick text is fine.

04 **I do the books**

In your set slot I send invoices (or check the ones your job app sends), enter bills and receipts, and reconcile the bank.

05 **You get a summary**

Each month, a short summary: who owes you, what you owe and anything that needs your attention.

PACKAGES

One fixed monthly fee. *No hourly surprises.*

Steady

For sole traders with a few jobs a week

$250 / month

- Up to 20 invoices sent or checked a month
- Up to 20 bills and receipts entered
- Bank reconciliation, monthly
- A set fortnightly slot
- Monthly summary

BEST FOR BUSY TRADIES

Busy

For handymen and tradies with lots of jobs a week

$500 / month

- Up to 60 invoices sent or checked a month
- Up to 60 bills and receipts entered
- Bank reconciliation, weekly
- A set weekly slot
- Monthly summary, plus a check-in call if needed

USE A JOB APP?

If ServiceM8, Tradify or similar sends your invoices, keep using it. I make sure everything flows into MYOB or Xero correctly and payments match.

RIGHT FIT

Your package is reviewed after the first two months to make sure it still suits your workload.

GOING OVER

Extra work beyond your package is charged at $70 an hour. If it keeps happening, we'll talk about whether the other package suits you better.

NO GST

No GST is added to my fees, because I'm not registered for GST.

ADD-ONS

A little extra, *only if you need it.*

Payment reminders

Polite overdue reminders sent from your accounting software on a set schedule. Anything still unpaid is handed back to you.

FROM
$75
per month

Catch-up or clean-up

Fixing old or messy books before regular work starts. I look at your file first and quote the job upfront, so you know the cost before anything starts.

FROM
$90
per hour, quoted upfront

Software setup

A new MYOB or Xero file set up with your invoice template, bank feeds and categories.

FROM
$500
one-off

Extra work

Anything beyond what's included in your package.

FROM
$70
per hour

What's *not* included

BAS and tax advice
I'm a bookkeeper, not a registered BAS agent. Your accountant or BAS agent handles these using the clean books I keep.

Debt collection
I send reminders if you choose that add-on, but I don't phone customers or chase payments.

Payroll
This service is for businesses without employees.

Quoting and pricing
Your quotes and prices stay with you.

BEFORE WE START

What I'll need *from you.*

- ☐ User access to your MYOB or Xero file. You add me as a user, so you never share your own login.
- ☐ Your bank feeds connected to MYOB or Xero.
- ☐ Your finished jobs each week: who, what and how much.
- ☐ Bills and receipts, sent the way that suits you: a photo, a forwarded email or a shared folder.
- ☐ A quick reply when I have a question about a transaction.
- ☐ Your accountant's details, so the books are ready when they need them.

COMMON QUESTIONS

Do I need to change software?	No. I work in your existing MYOB or Xero file. If you use ServiceM8, Tradify or similar, you keep using it.
What if my books are behind?	That's common, so don't worry. We start with a catch-up, quoted upfront, then move onto your regular package.
Do you replace my accountant?	No. I keep the books clean and up to date. Your accountant or BAS agent still lodges your BAS and tax return.
How do I send paperwork?	Whatever is easiest for you. We'll set it up together at the start, and a photo or a quick text is always fine.
What if my workload changes?	Your package is reviewed after two months, and we can adjust it if your work gets busier or quieter.

GETTING STARTED

Only five clients. *On purpose.*

I keep my client list small so your books never wait in a queue. When a spot opens, it goes to the next person on my list.

Paid in advance

Fees are invoiced monthly in advance and due within 7 days.

No lock-in

Either of us can finish up with 30 days' notice.

Your file stays yours

Your MYOB or Xero file and records always belong to you.

Written agreement

We both sign a simple service agreement before we start, setting out your package, payment terms and business details.

Ready to hand over the books?

Let's have a chat.

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