



YOUR ACCOUNTING PARTNER

VESIIR OÜ

PRICELIST OF ACCOUNTING SERVICES

Price packages

Price package FP1 (for newly created companies)	3
Price package FP2 (Standard package)	4
Price package FM2 (standard package with financial monitoring)	6
Price package FR2 (legal entities, companies)	8
Price pakett FS2 (non-operating companies)	12
Price package KR3 (Apartment association accounting package)	13
Price package AG1 (time-based)	14

Pricelist of accounting services

Price package FP1 (for newly created companies)

Service	Unit	Unit price, €
Base rate: - first 6 months of operating - up to 2 employees - up to 50 documents	month	110,00
Extra fee:		
- for every additional employee	Pc	11,00
- for every additional document	Pc	1,10

1. General provisions

1.1. General provisions and additional services from price package FP2 are valid.

Pricelist of accounting services

Price package FP2 (Standard package)

Service	Unit	Unit price, €
Base rate: - up to 2 employees - up to 25 documents	month	110,00
Extra fee:		
- for every additional employee	pc	11,00
- for every additional document	pc	1,10
Additional services not covered by packages of accounting services	Unit	Unit price, €
Other work by junior staff member at time rates	hour	75,00
Other work by senior staff member at time rates	hour	140,00
Preparing a source document	hour	46,00
Preparing and submitting of other reports (to the Statistical Office of Estonia, the Bank of Estonia, etc.) is charged as preparing reports, checking the account books and other work at time rates	hour	75,00
Preparing and submitting of the VAT return Appendix INF (only A, only B or A and B together)	pc.	23,00
Preparing and submitting of the Intrastat report	pc.	11,50
Each case of appearance of a commodity on the commodity invoice while preparing the Intrastat report	pc.	2,30
Preparing of payment order	pc.	4,30
Transfer of payment order	pc.	7,40
Address service (document mailing costs plus other postal service costs and direct costs are added)	month	19,00
Telephone and fax services (postal costs are added)	month	19,00
e-mail address service [initial order (as a pre-payment) minimum 12 months]	month	10,00
Contact person service	month	50,00
Fee for keeping the documents of the previous accounting periods	month/file or box	3,50

1. General provisions

1.1. Base rate includes

1.1.1. Standard accounting transactions and acts

1.1.1.1. Document handling (sales/purchase invoices, bank transfers etc).

1.1.1.2. Payroll/employee- related accounting

1.1.1.3. Overall organization and administration of accounting

1.1.1.4. Fixed assets accounting

1.1.2. Reporting to local authorities

1.1.2.1. VAT declarations (VAT return without Appendix INF)

1.1.2.2. Income and social taxes return

1.1.2.3. Annual reports (non consolidated financial statements) (accounting during given year has been done by Vesir)

1.1.3. Monthly reporting

1.1.3.1. Balance sheet

1.1.3.2. Income statement (Profit/loss statement)

1.1.3.3. Cash-flow statement

1.1.3.4. Accounts payables and accounts receivables

By agreement also more than once a month

1.1.4. Monthly accountancy-related consulting up to one hour

Pricelist of accounting services

1.2. The prices provided in the price list do not include VAT.

Pricelist of accounting services

Price package FM2 (standard package with financial monitoring)

Service	Unit	Unit price, €
Base rate: - up to 2 employees - up to 25 documents	month	172,87
Extra fee:		
- for every additional employee	pc	8,65
- for every additional document	pc	0,87

1. General provisions

1.1. General provisions and additional services from price package FP2 are valid.

Pricelist of accounting services

Pricelist of accounting services

Price package FR2 (legal entities, companies)

Service	Unit	Price in €
Handling of an accounting document ¹ - sorting out and organizing the documents, - files, folders, etc necessary for keeping the documents, - storing and returning (if necessary) the documents of the finished accounting period in archive boxes	pc.	0,46
Line of an accounting entry ²	pc.	0,35
Dealing with the original accounting document to be imported ¹ - sorting out and organizing the documents, - files, folders, etc necessary for keeping the documents, - storing and returning (if necessary) the documents of the finished accounting period in archive boxes	pc.	0,12
Line of the accounting entry to be imported ²	pc.	0,12
Monthly fee without documents - data backuping (daily), - data archiving (weekly), - storing the documents of current accounting period	month	64,00
Monthly fee for a non-operating company (fees ^{1,2} are multiplied by 5) - data backuping (daily), - data archiving (weekly)	month	33,00
Payroll accounting (from 1 to 2 employees) - preparing a salary order, - completing a personal data form	employee/ month	21,00
Payroll accounting starting from the third employee - preparing a salary order, - completing a personal data form	employee/ month	11,00
Counselling (consultation), charged for each hour started	hour	75,00
Preparation of financial statements (except consolidated) for an accounting service client	pc.	Average monthly service fee*, but not less than 209,00
Preparation of consolidated financial statements for an accounting service client (all members of the consolidation group are clients)	pc.	Average monthly service fee* of consolidation group, but not less than 1050,00
Preparation of financial statements if the client is not a day-to-day accounting service client (fees for handling of accounting source documents and lines of accounting entry are added), for preparing the annual report of the accounting period the checked account balances (by persons) ought to be available; all accounting tasks like preparing registers, recording, checking, etc. are charged separately based on the performance of preparing reports, checking the account books and other work at time rates	pc.	460,00
Preparation of an interim report (except consolidated) for an accounting service client	pc.	Average monthly service fee*, but not less than 370,00

Pricelist of accounting services

Service	Unit	Price in €
Preparation of a consolidated interim report for an accounting service client (all members of the consolidation group are clients)	pc.	Average monthly service fee* of consolidation group, but not less than 2100,00
Processing documents and other work at time rates	hour	46,00
Preparing reports, checking the account books and other work at time rates	hour	75,00
Preparing and submitting the Value-added Tax Return form without INF appendix	pc.	23,00
Correcting the submitted Value-added Tax Return form (without INF appendix) through the Tax and Customs Board's e-service, due to incomplete documentation provided by the client	pc.	23,00
Correcting the submitted Value-added Tax Return form (without INF appendix) presented on paper, due to incomplete documentation provided by the client	pc.	46,00
Preparation of the data of value added tax return (without INF appendix) for submitting (in case the VAT return is filled in and/or submitted by a client)	pc.	19,00
Preparing and submitting the Value-added Tax Return appendix INF (only A, only B or A and B together)	pc.	23,00
Correcting the submitted Value-added Tax Return appendix INF (only A, only B or A and B together) through the Tax and Customs Board's e-service, due to incomplete documentation provided by the client	pc.	23,00
Correcting the submitted Value-added Tax Return appendix INF (only A, only B or A and B together) presented on paper, due to incomplete documentation provided by the client	pc.	46,00
Preparation of the data of value added tax return appendix INF (only A, only B or A and B together) for submitting (in case the VAT return is filled in and/or submitted by a client)	pc.	19,00
Preparing and submitting a tax return form (without appendices)	pc.	11,50
Preparation and submitting of each additional tax return report	pc.	11,50
Correcting the appendix of the submitted tax return through the Tax and Customs Board's e-service, due to incomplete documentation provided by the client	pc.	11,50
Correcting the appendix of the submitted tax return form presented on paper, due to incomplete documentation provided by the client	pc.	23,00
Preparation of the data of tax return (without annexes) for submitting (in case the tax return (without annexes) is filled in and/or submitted by a client)	pc.	4,60
Preparation of the data of tax return's every supplementary statement for submitting (in case the tax return's supplementary statement is completed and/or submitted by a client)	pc.	11,00
Preparing and submitting of each line of the Intra-Community Value-added Tax Return form	pc.	11,50
Preparing and submitting of the Intrastat report	pc.	11,50
Each case of appearance of a commodity on the commodity invoice while preparing the Intrastat report	pc.	2,30

Pricelist of accounting services

Service	Unit	Price in €
Preparing and submitting of other reports (to the Statistical Office of Estonia, the Bank of Estonia, etc.) is charged as preparing reports, checking the account books and other work at time rates, not less than	pc.	23,00
Preparing the balance confirmation for taking inventory of receivables and payables	pc.	2,30
Mailing of the balance confirmation for taking inventory of receivables and payables	pc.	2,30 plus direct costs (envelope, postal expenses)
Preparing a source document:		
Invoice	pc.	4,30
Each invoice line	line	0,70
Cash voucher	pc.	7,40
Transfer of payment order through e-bank interface	pc.	11,00
Preparation of other document, not less than 6,39 € - preparing a business trip report	hour	43,00
Mailing of a document	pc.	2,30 plus direct costs (envelope, postal expenses)
Address service (document mailing costs plus other postal service costs and direct costs are added)	month	19,00
Telephone and fax services (postal costs are added)	month	19,00
e-mail address service [initial order (as a pre-payment) minimum 12 months]	month	10,00
Contact person service	month	50,00
Preparing of a challenge; charged as a counselling service		
Active participation in inspection and auditing processes, which cannot be specified as counselling, is charged as preparing reports, checking the account books and other work at time rates		
Fee for keeping the documents of the previous accounting periods	month/file or box	3,50
Submitting a tax refund or a tax transfer application form	pc.	23,00
Registering a person/company as liable to VAT (the pay is the same as for consultation, but the minimum amount is two hours)		
Preparing internal accounting policies and procedures (the pay is the same as for consultation, but the minimum amount is two hours)		

* The average of the cost of service based on the base documents of three last months of the accounting period.

1. General provisions

- 1.1. The prices provided in the price list do not include VAT.
- 1.2. Every person is considered equal to an employee, on whose taxable payments the income and social security taxes are withheld.
- 1.3. The financial statements of the accounting period are prepared according to the form worked out by Ecovis Vesir OÜ.

2. Services included in the monthly and annual fees:

- 2.1. Preparation of the data of the accounting month (year) (except for inventory taking and preparing and mailing the balance confirmation statement) for drawing up the financial statements of the accounting period.
- 2.2. Counselling (consultation) up to 15 min per month (not accumulating).

Pricelist of accounting services

Price pakett FS2 (non-operating companies)

Service	Unit	Price in €
Handling of an accounting document - sorting out and organizing the documents, - files, folders, etc necessary for keeping the documents, - storing and returning (if necessary) the documents of the finished accounting period in archive boxes	pc.	2,30
Line of an accounting entry	pc.	1,70
Dealing with the original accounting document to be imported - sorting out and organizing the documents, - files, folders, etc necessary for keeping the documents, - storing and returning (if necessary) the documents of the finished accounting period in archive boxes	pc.	0,60
Line of the accounting entry to be imported ²	pc.	0,60
Monthly fee for a non-operating company - data backuping (daily), - data archiving (weekly), - storing the documents of current accounting period	month	32,20

1. General provisions

1.1. For other services charging is according to price package FR2.

Pricelist of accounting services

Price package KR3 (Apartment association accounting package)

Monthly package price depending on the number of apartments in the association:

Number of apartments	Package price, €
2	32,46
4	37,87
8	48,69
10	54,10
12	59,51
16	70,32
20	81,14
24	91,96
30	108,19
36	124,42
44	146,06
50	162,29
64	200,16
80	243,43
100	297,53
120	351,62
140	405,72
160	459,82
200	568,01

1. General provisions

1.1. The prices provided in the price list includes VAT.

1.2. Payroll accounting, preparing tax returns and Value-added tax return are not included in the price package and are charged additionally according to the price list (from price package FR2, VAT will be added).

1.3. Every repeatedly issued payment advice/note is charged 1,49 €, mailing of advice/note is charged additionally according to the price list.

1.4. Every correction or new preparing of payment advices/notes, if it has resulted from incorrect or incomplete information provided by the Client, is charged a fee calculated as half of the monthly fee.

1.5. Changes in the execution of a payment advices/notes and/or reports and in relevant data are processed only at Client's written request on the basis of contentual proposals. Processing of the alterations is charged 86,44 € per hour.

Pricelist of accounting services

Price package AG1 (time-based)

Service	Unit	Price in €
Handling and processing documents, recording them to the accounting registers	hour	46,00
Preparing reports, checking the account books and other work at time rates	hour	75,00
Other work and counselling by junior staff member	hour	75,00
Other work and counselling by senior staff member	hour	140,00

1. General provisions

1.1. The prices provided in the price list do not include VAT.

1.2. Charging is time-based for all works.