



7PLUSPLUS ACCOUNTING OFFICE

7plusplus Sp. Z o.o., ul. Bacha 2, 02-743 Warszawa, tel.: 022-218-94-92, www.7plusplus.pl, 7@7plusplus.pl

Price list of 01-11-2018

CHARGING RULES

- You can choose between three accounting plans that differ in the scope of services provided.
- Each plan is divided into several packets depending on the number of documents. An additional fee is charged for each document that exceeds the limit.
- The accounting document stands for: an invoice, a monthly report from cash register, a cash document, an internal accounting document, a payroll, up to 5 transactions on a bank statement.
- All given prices are net prices (without VAT).

REVENUE AND EXPENDITURE LEDGER, FLAT-RATE TAX ACCOUNTS

It is intended for self-employed individuals and freelancers.

A good choice for small entrepreneurs running a business.

The option for demanding customers, entails everything an entrepreneur needs.

SIMPLE PLAN		
number of documents within the packet	price	price for each additional document
5	127,00 zł	25,40 zł

STANDARD PLAN		
number of documents within the packet	price	price for each additional document
20	177,00 zł	8,85 zł
40	250,00 zł	6,25 zł
60	330,00 zł	5,50 zł
100	450,00 zł	4,50 zł
200	800,00 zł	4,00 zł

PERFECT PLAN
The price is determined individually depending on working time necessary to perform the service. Please contact us to receive the price evaluation.

Keeping the revenue and expenditure ledger (KPIR), calculation of income tax advances
within the packet

Keeping the revenue and expenditure ledger (KPIR), calculation of income tax advances
within the packet

Keeping the revenue and expenditure ledger (KPIR), calculation of income tax advances
within the packet

Calculation of ZUS (Social Insurance) contributions of self-employed individuals
within the packet

Calculation of ZUS (Social Insurance) contributions of self-employed individuals
within the packet

Calculation of ZUS (Social Insurance) contributions of self-employed individuals
within the packet

Keeping VAT records, preparation of VAT declarations
within the packet

Keeping VAT records, preparation of VAT declarations
within the packet

Keeping VAT records, preparation of VAT declarations
within the packet

Income tax and VAT forecast provided on Client's request before final accounts compilation
within the packet

Income tax and VAT forecast provided on Client's request before final accounts compilation
within the packet

Income tax and VAT forecast provided on Client's request before final accounts compilation
within the packet

Keeping records of equipment and records of fixed assets
within the packet

Keeping records of equipment and records of fixed assets
within the packet

Keeping records of equipment and records of fixed assets
within the packet

Keeping records of vehicle mileage
within the packet

Keeping records of vehicle mileage
within the packet

Keeping records of vehicle mileage
within the packet

Annual income tax accounts, preparation of tax returns
within the packet

Annual income tax accounts, preparation of tax returns
within the packet

Annual income tax accounts, preparation of tax returns
within the packet

Tax consultancy
within the packet

Tax consultancy
within the packet

Tax consultancy
within the packet

Representation before tax office and ZUS (Social Insurance Institution)
within the packet

Representation before tax office and ZUS (Social Insurance Institution)
within the packet

Representation before tax office and ZUS (Social Insurance Institution)
within the packet

Online access to Company folder via google drive
within the packet

Online access to Company folder via google drive
within the packet

Online access to Company folder via google drive
within the packet

Free packet downgrade at the beginning of each fiscal year
within the packet

Free packet downgrade at the beginning of each fiscal year
within the packet

Free packet downgrade at the beginning of each fiscal year
within the packet

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals (per declaration)
30,00 zł

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals (per declaration)
within the packet

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals (per declaration)
within the packet

Intra-Community transactions, import, export (for all transactions within a month) 30,00 zł	Intra-Community transactions, import, export (for all transactions within a month) within the packet	Intra-Community transactions, import, export (for all transactions within a month) within the packet
Withholding tax calculation (for all transactions within a month) 50,00 zł	Withholding tax calculation (for all transactions within a month) 50,00 zł within the packet	Withholding tax calculation (for all transactions within a month) within the packet
Exchange rate differences on foreign currency transactions (per month) 50,00 zł	Exchange rate differences on foreign currency transactions (per month) 50,00 zł within the packet	Exchange rate differences on foreign currency transactions (per month) within the packet
Exchange rate differences on own cash (per foreign currency account) 50,00 zł	Exchange rate differences on own cash (per foreign currency account) 50,00 zł within the packet	Exchange rate differences on own cash (per foreign currency account) within the packet
Correction of a closed income tax accounting period (per corrected period) 50,00 zł	Correction of a closed income tax accounting period (per corrected period) 50,00 zł within the packet	Correction of a closed income tax accounting period (per corrected period) within the packet
VAT correction (per corrected period) 50,00 zł	VAT correction (per corrected period) 50,00 zł within the packet	VAT correction (per corrected period) within the packet
Invoicing unavailable	Invoicing 50,00 zł within the packet	Invoicing within the packet
Stock maintenance and invoicing unavailable	Stock maintenance and invoicing the fee equals 50% of the fee for accounted month within the packet	Stock maintenance and invoicing within the packet
Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) unavailable	Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) 10,00 zł within the packet	Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) within the packet
Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (per document) 100,00 zł	Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (per document) 100,00 zł within the packet	Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (per document) within the packet
Business expense accounting for self-employed individuals (per business account) 30,00 zł	Business expense accounting for self-employed individuals (per business account) 30,00 zł within the packet	Business expense accounting for self-employed individuals (per business account) within the packet
Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (per document) 30,00 zł	Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (per document) 30,00 zł within the packet	Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (per document) within the packet
Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) 30,00 zł	Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) 30,00 zł within the packet	Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) within the packet
Drafting a contract of mandate/ for a specified task 30,00 zł	Drafting a contract of mandate/ for a specified task 30,00 zł within the packet	Drafting a contract of mandate/ for a specified task within the packet
Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) 30,00 zł	Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) 30,00 zł within the packet	Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) within the packet
Accountant / team of accountants assigned to Client unavailable	Accountant / team of accountants assigned to Client unavailable	Accountant / team of accountants assigned to Client within the packet
Possibility to perform services at Client's head office unavailable	Possibility to perform services at Client's head office unavailable	Possibility to perform services at Client's head office within the packet
Accounting performed on an ongoing basis unavailable	Accounting performed on an ongoing basis unavailable	Accounting performed on an ongoing basis within the packet
Performing other administrative and office activities defined by Client unavailable	Performing other administrative and office activities defined by Client unavailable	Performing other administrative and office activities defined by Client within the packet

Preparing and posting a registered letter 10,00 zł	Preparing and posting a registered letter 10,00 zł	Preparing and posting a registered letter 10,00 zł
Lowering the accounting plan or packet during the tax year unavailable	Lowering the accounting plan or packet during the tax year 200,00 zł	Lowering the accounting plan or packet during the tax year not applicable
Sanction fee for storage accounting documents by our Office after established deadlines to its collection (a fee for a year) the fee equals one monthly fee	Sanction fee for storage accounting documents by our Office after established deadlines to its collection (a fee for a year) the fee equals one monthly fee	Sanction fee for storage accounting documents by our Office after established deadlines to its collection (a fee for a year) not applicable

FULL ACCOUNTING

■ Intended for micro companies, entities that have limited or suspended operations or are still under organization.

■ The best choice for a vast majority of entities.

■ A great choice for entities with foreign capital and those that wish to focus exclusively on their core operations. The Office assumes all financial obligations and activities.

SIMPLE PLAN		
number of documents within the packet	price	price for each additional document
5	247,00 zł	49,40 zł
10	297,00 zł	29,70 zł

STANDARD PLAN		
number of documents within the packet	price	price for each additional document
40	560,00 zł	14,00 zł
60	720,00 zł	12,00 zł
100	900,00 zł	9,00 zł
200	1 600,00 zł	8,00 zł
400	2 800,00 zł	7,00 zł
800	4 800,00 zł	6,00 zł

PERFECT PLAN
The price is determined individually depending on working time necessary to perform the service. Please contact us to receive the price evaluation.

Keeping books of account, calculation of income tax advances
within the packet

Keeping books of account, calculation of income tax advances
within the packet

Keeping books of account, calculation of income tax advances
within the packet

Keeping VAT records, preparation of VAT declarations
within the packet

Keeping VAT records, preparation of VAT declarations
within the packet

Keeping VAT records, preparation of VAT declarations
within the packet

Income tax and VAT forecast provided on Client's request before final accounts compilation
within the packet

Income tax and VAT forecast provided on Client's request before final accounts compilation
within the packet

Income tax and VAT forecast provided on Client's request before final accounts compilation
within the packet

Keeping records of equipment and records of fixed assets
within the packet

Keeping records of equipment and records of fixed assets
within the packet

Keeping records of equipment and records of fixed assets
within the packet

Keeping records of vehicle mileage
within the packet

Keeping records of vehicle mileage
within the packet

Keeping records of vehicle mileage
within the packet

Calculation of ZUS (Social Insurance) contributions of self-employed individuals
within the packet

Calculation of ZUS (Social Insurance) contributions of self-employed individuals
within the packet

Calculation of ZUS (Social Insurance) contributions of self-employed individuals
within the packet

Exchange rate differences on foreign currency transactions (per month)
within the packet

Exchange rate differences on foreign currency transactions (per month)
within the packet

Exchange rate differences on foreign currency transactions (per month)
within the packet

Tax consultancy
within the packet

Tax consultancy
within the packet

Tax consultancy
within the packet

Reprezentacja przed urzędem skarbowym i ZUS
within the packet

Reprezentacja przed urzędem skarbowym i ZUS
within the packet

Reprezentacja przed urzędem skarbowym i ZUS
within the packet

Representation before tax office and ZUS (Social Insurance Institution)
within the packet

Representation before tax office and ZUS (Social Insurance Institution)
within the packet

Representation before tax office and ZUS (Social Insurance Institution)
within the packet

Bezplatna zmiana abonamentu na niższy na początku każdego roku podatkowego
within the packet

Bezplatna zmiana abonamentu na niższy na początku każdego roku podatkowego
within the packet

Bezplatna zmiana abonamentu na niższy na początku każdego roku podatkowego
within the packet

Online access to Company folder via google drive
within the packet

Online access to Company folder via google drive
within the packet

Online access to Company folder via google drive
within the packet

Free packet downgrade at the beginning of each fiscal year
within the packet

Free packet downgrade at the beginning of each fiscal year
within the packet

Free packet downgrade at the beginning of each fiscal year
within the packet

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals (per declaration)	30,00 zł
within the packet	

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals (per declaration)	within the packet
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Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals (per declaration)	within the packet
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Intra-Community transactions, import, export (for all transactions within a month)	30,00 zł
within the packet	

Intra-Community transactions, import, export (for all transactions within a month)	within the packet
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Intra-Community transactions, import, export (for all transactions within a month)	within the packet
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Withholding tax calculation (for all transactions within a month)	50,00 zł
within the packet	

Withholding tax calculation (for all transactions within a month)	50,00 zł
within the packet	

Withholding tax calculation (for all transactions within a month)	within the packet
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Exchange rate differences on own cash (per foreign currency account) 50,00 zł	Exchange rate differences on own cash (per foreign currency account) 50,00 zł	Exchange rate differences on own cash (per foreign currency account) within the packet
Correction of a closed income tax accounting period (per corrected period) 50,00 zł	Correction of a closed income tax accounting period (per corrected period) 50,00 zł	Correction of a closed income tax accounting period (per corrected period) within the packet
VAT correction (per corrected period) 50,00 zł	VAT correction (per corrected period) 50,00 zł	VAT correction (per corrected period) within the packet
Invoicing unavailable	Invoicing 50,00 zł	Invoicing within the packet
Stock maintenance and invoicing unavailable	Stock maintenance and invoicing the fee equals 50% of the fee for accounted month	Stock maintenance and invoicing within the packet
Import of invoices from the customer's sales system to the office's accounting system unavailable	Import of invoices from the customer's sales system to the office's accounting system od 400,00 zł	Import of invoices from the customer's sales system to the office's accounting system within the packet
Preparation of transfers in Client's banking system unavailable	Preparation of transfers in Client's banking system 50,00 zł	Preparation of transfers in Client's banking system within the packet
Cash register maintenance, cash report generation 100,00 zł	Cash register maintenance, cash report generation 100,00 zł	Cash register maintenance, cash report generation within the packet
Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) 10,00 zł	Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) 10,00 zł	Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) within the packet
Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (per document) 100,00 zł	Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (per document) 100,00 zł	Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (per document) within the packet
Development of accounting policies 400,00 zł	Development of accounting policies 400,00 zł	Development of accounting policies within the packet
Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (per document) 30,00 zł	Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (per document) 30,00 zł	Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (per document) within the packet
Preparation of accounting reports with Client-defined parameters on the basis of book entries (per report) 200,00 zł	Preparation of accounting reports with Client-defined parameters on the basis of book entries (per report) 200,00 zł	Preparation of accounting reports with Client-defined parameters on the basis of book entries (per report) within the packet
Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) 30,00 zł	Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) 30,00 zł	Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) within the packet
Drafting a contract of mandate/ for a specified task 30,00 zł	Drafting a contract of mandate/ for a specified task 30,00 zł	Drafting a contract of mandate/ for a specified task within the packet
Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) 30,00 zł	Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) 30,00 zł	Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) within the packet
Drafting a request for balance reconciliation (per document) 10,00 zł	Drafting a request for balance reconciliation (per document) 10,00 zł	Drafting a request for balance reconciliation (per document) within the packet
Accountant / team of accountants assigned to Client unavailable	Accountant / team of accountants assigned to Client unavailable	Accountant / team of accountants assigned to Client within the packet
Possibility to perform services at Client's head office unavailable	Possibility to perform services at Client's head office unavailable	Possibility to perform services at Client's head office within the packet
Accounting performed on an ongoing basis unavailable	Accounting performed on an ongoing basis unavailable	Accounting performed on an ongoing basis within the packet

Performing other administrative and office activities defined by Client <p style="text-align: center;">unavailable</p>	Performing other administrative and office activities defined by Client <p style="text-align: center;">unavailable</p>	Performing other administrative and office activities defined by Client <p style="text-align: center;">within the packet</p>
Preparing an annual financial statement, annual tax settlements and an annual tax form <p style="text-align: center;">one monthly fee but not less than 480,00 zł</p>	Preparing an annual financial statement, annual tax settlements and an annual tax form <p style="text-align: center;">one monthly fee but not less than 480,00 zł</p>	Preparing an annual financial statement, annual tax settlements and an annual tax form <p style="text-align: center;">the fee equals one monthly fee</p>
Preparing and posting a registered letter <p style="text-align: right;">10,00 zł</p>	Preparing and posting a registered letter <p style="text-align: right;">10,00 zł</p>	Preparing and posting a registered letter <p style="text-align: right;">10,00 zł</p>
Lowering the accounting plan or packet during the tax year <p style="text-align: center;">unavailable</p>	Lowering the accounting plan or packet during the tax year <p style="text-align: right;">400,00 zł</p>	Lowering the accounting plan or packet during the tax year <p style="text-align: right;">400,00 zł</p>
Sanction fee for storage accounting documents by our Office after established deadlines to its collection (a fee for a year) <p style="text-align: center;">the fee equals one monthly fee</p>	Sanction fee for storage accounting documents by our Office after established deadlines to its collection (a fee for a year) <p style="text-align: center;">the fee equals one monthly fee</p>	Sanction fee for storage accounting documents by our Office after established deadlines to its collection (a fee for a year) <p style="text-align: center;">not applicable</p>

HR AND PAYROLL

- Option intended for small companies that employ a small number of employees. The Office prepares a payroll, calculates ZUS (Social Insurance) contributions and payroll tax.

- The best choice for entities employing a larger number of employees. The Office assumes a majority of tasks involved in wages calculation and employee (HR) records keeping.

WAGES CALCULATION	
fee per employee	30,00 zł
Payroll preparation, including information on absences (annual leaves, sick leaves)	within the packet
Preparation of ZUS (Social Insurance) declarations, together with electronic transmission	within the packet
Calculation of monthly liabilities to ZUS (Social Insurance Institution) and income tax on wages	within the packet
Preparation of annual tax return PIT4r, PIT8ar	within the packet
Preparation of annual tax declarations for employees engaged under employment contracts, together with annual information for the person insured at ZUS (for both documents)	30,00 zł
Hiring, preparation of employment-related documents (for a documents set): - employment contracts - request for medical examinations - notice of employment for the employment office - consent to personal data processing - declaration on equal treatment in employment - acknowledgment of bhp (occupational health and safety) regulations - announcement on work time distribution system - acknowledgment of the information set out in Article 29.3 of the Labor Code - PIT2 declaration - request for higher deductible expenses - request for transfer of wages to a bank account - statement of an employee who is a parent	100,00 zł
Preparation of employee documents during employment (per document): - annex to employment contract - application for an annual leave, maternity leave - certificate of employment and wages - request for periodical medical examinations - other documents	30,00 zł
Preparation of ZUS (Social Insurance Institution) documents necessary for payment of sickness allowances, maternity benefits (per documents set)	100,00 zł
Maintenance of: timesheets, vacation records, attendance	niedostępne
Employment termination (per documents set): - employment contract termination - calculation of applicable notice period - calculation of pay in lieu of leave - employment certificate drafting	100,00 zł
Accounting for domestic and foreign business trips, per diems calculation, accounting for the cost of accommodation, travel (per document)	30,00 zł
Correction of payroll, ZUS (Social Insurance) accounts, tax amount (per corrected month)	100,00 zł

HR AND PAYROLL	
fee per employee	50,00 zł
Payroll preparation, including information on absences (annual leaves, sick leaves)	within the packet
Preparation of ZUS (Social Insurance) declarations, together with electronic transmission	within the packet
Calculation of monthly liabilities to ZUS (Social Insurance Institution) and income tax on wages	within the packet
Preparation of annual tax return PIT4r, PIT8ar	within the packet
Preparation of annual tax declarations for employees engaged under employment contracts, together with annual information for the person insured at ZUS (for both documents)	within the packet
Hiring, preparation of employment-related documents (for a documents set): - employment contracts - request for medical examinations - notice of employment for the employment office - consent to personal data processing - declaration on equal treatment in employment - acknowledgment of bhp (occupational health and safety) regulations - announcement on work time distribution system - acknowledgment of the information set out in Article 29.3 of the Labor Code - PIT2 declaration - request for higher deductible expenses - request for transfer of wages to a bank account - statement of an employee who is a parent	within the packet
Preparation of employee documents during employment (per document): - annex to employment contract - application for an annual leave, maternity leave - certificate of employment and wages - request for periodical medical examinations - other documents	within the packet
Preparation of ZUS (Social Insurance Institution) documents necessary for payment of sickness allowances, maternity benefits (per documents set)	within the packet
Maintenance of: timesheets, vacation records, attendance	within the packet
Employment termination (per documents set): - employment contract termination - calculation of applicable notice period - calculation of pay in lieu of leave - employment certificate drafting	within the packet
Accounting for domestic and foreign business trips, per diems calculation, accounting for the cost of accommodation, travel (per document)	within the packet
Correction of payroll, ZUS (Social Insurance) accounts, tax amount (per corrected month)	within the packet

CALENDAR

- BY THE 5TH OF EACH MONTH: You prepare documents for the preceding month; documents may be shared in Google Drive, e-mailed, sent by courier, posted or brought personally to our Office.
- BY THE 10TH OF EACH MONTH: We inform you about current liabilities to ZUS for contributions paid by entrepreneurs.
- BY THE 15TH OF EACH MONTH: We inform you about current liabilities to ZUS for employee's contributions.
- BY THE 20TH OF EACH MONTH: We do accountings and inform you about current income tax and VAT liabilities.
- BY THE 25TH OF EACH MONTH: We prepare payrolls for Clients who hire employees.

MAIN FEATURES OF THE CONTACT

- It is an indefinite term contract.
- It may be terminated with a one-month notice.
- Selected packet may be changed annually free of charge.
- Accounting documents may be exchanged electronically.
- Accounting Office has mandatory insurance coverage of up to 1,000,000 pln (EUR 200,000).

PLEASE FEEL INVITED TO COOPERATE WITH US

www.7plusplus.pl, 7@7plusplus.pl