



7PLUSPLUS ACCOUNTING OFFICE

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Price list of 01-02-2021

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.

SIMPLE PLAN		
number of documents within the packet	price	price for each additional document
5	127,00 zł	25,40 zł
10	177,00 zł	17,70 zł

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

Keeping VAT records, preparation of VAT declarations
within the packet

Keeping records of fixed assets
within the packet

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

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

Tax consultancy
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

Intra-Community transactions, import, export (for all transactions within a month)
30,00 zł

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals: ZZA,ZUA,ZWUA,DRA,ZCNA (per declaration)
37,00 zł

Withholding tax calculation (for all transactions within a month)
75,00 zł

Exchange rate differences on foreign currency transactions (per month)
50,00 zł

- A good choice for small entrepreneurs running a business.

STANDARD PLAN		
number of documents within the packet	price	price for each additional document
20	197,00 zł	9,85 zł
40	277,00 zł	6,93 zł
60	357,00 zł	5,95 zł
100	477,00 zł	4,77 zł
200	827,00 zł	4,14 zł

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

Keeping VAT records, preparation of VAT declarations
within the packet

Keeping records of fixed assets
within the packet

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

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

Tax consultancy
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

Intra-Community transactions, import, export (for all transactions within a month)
within the packet

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals: ZZA,ZUA,ZWUA,DRA,ZCNA (per declaration)
37,00 zł

Withholding tax calculation (for all transactions within a month)
75,00 zł

Exchange rate differences on foreign currency transactions (per month)
50,00 zł

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

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 VAT records, preparation of VAT declarations
within the packet

Keeping records of fixed assets
within the packet

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

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

Tax consultancy
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

Intra-Community transactions, import, export (for all transactions within a month)
within the packet

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals: ZZA,ZUA,ZWUA,DRA,ZCNA (per declaration)
within the packet

Withholding tax calculation (for all transactions within a month)
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	Exchange rate differences on own cash (per foreign currency account) within the packet
Correction of a closed income tax accounting period (per corrected period) 75,00 zł	Correction of a closed income tax accounting period (per corrected period) 75,00 zł	Correction of a closed income tax accounting period (per corrected period) within the packet
VAT correction (per corrected period) 75,00 zł	VAT correction (per corrected period) 75,00 zł	VAT correction (per corrected period) within the packet
Invoicing (fee for each 0,5 h) unavailable	Invoicing (fee for each 0,5 h) 75,00 zł	Invoicing (fee for each 0,5 h) within the packet
Stock maintenance and invoicing (fee for each 0,5 h) unavailable	Stock maintenance and invoicing (fee for each 0,5 h) the fee equals 50% of the fee for accounted month	Stock maintenance and invoicing (fee for each 0,5 h) 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) 30,00 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) (fee for each 0,5 h) 75,00 zł	Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (fee for each 0,5 h) 75,00 zł	Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (fee for each 0,5 h) within the packet
Business expense accounting for self-employed individuals (per business account) 37,00 zł	Business expense accounting for self-employed individuals (per business account) 37,00 zł	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) (fee for each 0,5 h) 75,00 zł	Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h) 75,00 zł	Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h) within the packet
Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) 37,00 zł	Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) 37,00 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 75,00 zł	Drafting a contract of mandate/ for a specified task 75,00 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) 37,00 zł	Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) 37,00 zł	Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) within the packet
Performing other administrative and office activities defined by Client (fee for each 0,5 h) from 75,00 zł	Performing other administrative and office activities defined by Client (fee for each 0,5 h) from 75,00 zł	Performing other administrative and office activities defined by Client (fee for each 0,5 h) 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
Preparing and posting a registered letter 30,00 zł	Preparing and posting a registered letter 30,00 zł	Preparing and posting a registered letter 30,00 zł
Lowering the accounting plan or packet during the tax year 177,00 zł	Lowering the accounting plan or packet during the tax year 197,00 zł	Lowering the accounting plan or packet during the tax year not applicable
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	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	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	297,00 zł	59,40 zł
10	397,00 zł	39,70 zł

STANDARD PLAN		
number of documents within the packet	price	price for each additional document
40	647,00 zł	16,18 zł
60	827,00 zł	13,78 zł
100	1 177,00 zł	11,77 zł
200	1 977,00 zł	9,89 zł
400	3 797,00 zł	9,49 zł
800	6 977,00 zł	8,72 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

Keeping records of fixed assets
within the packet

Keeping records of fixed assets
within the packet

Keeping records of fixed assets
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

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

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)	30,00 zł
within the packet	

Intra-Community transactions, import, export (for all transactions within a month)	30,00 zł
within the packet	

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals: ZZA,ZUA,ZWUA,DRA,ZCNA (per declaration)	37,00 zł
within the packet	

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals: ZZA,ZUA,ZWUA,DRA,ZCNA (per declaration)	37,00 zł
within the packet	

Preparation and transmission of ZUS (Social Insurance) declarations of self-employed individuals: ZZA,ZUA,DRA,ZWUA,ZCNA (per declaration)	37,00 zł
within the packet	

Withholding tax calculation (for all transactions within a month)	75,00 zł
within the packet	

Withholding tax calculation (for all transactions within a month)	75,00 zł
within the packet	

Withholding tax calculation (for all transactions within a month)	75,00 zł
within the packet	

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)	50,00 zł
within the packet	

Exchange rate differences on own cash (per foreign currency account)	50,00 zł
within the packet	

Correction of a closed income tax accounting period (per corrected period)	75,00 zł
within the packet	

Correction of a closed income tax accounting period (per corrected period)	75,00 zł
within the packet	

Correction of a closed income tax accounting period (per corrected period)	75,00 zł
within the packet	

VAT correction (per corrected period)	75,00 zł
within the packet	

VAT correction (per corrected period)	75,00 zł
within the packet	

VAT correction (per corrected period)	75,00 zł
within the packet	

Invoicing (fee for each 0,5 h)	unavailable
within the packet	

Invoicing (fee for each 0,5 h)	75,00 zł
within the packet	

Invoicing (fee for each 0,5 h)	75,00 zł
within the packet	

Stock maintenance and invoicing (fee for each 0,5 h)	unavailable
within the packet	

Stock maintenance and invoicing (fee for each 0,5 h)	75,00 zł
within the packet	

Stock maintenance and invoicing (fee for each 0,5 h)	75,00 zł
within the packet	

Import of invoices from the customer's sales system to the office's accounting system (fee for each 0,5 h)	unavailable
within the packet	

Import of invoices from the customer's sales system to the office's accounting system (fee for each 0,5 h)	75,00 zł
within the packet	

Import of invoices from the customer's sales system to the office's accounting system (fee for each 0,5 h)	75,00 zł
within the packet	

Preparation of transfers in Client's banking system (fee for each 0,5 h)
unavailable

Preparation of transfers in Client's banking system (fee for each 0,5 h)
75,00 zł

Preparation of transfers in Client's banking system (fee for each 0,5 h)
within the packet

Cash register maintenance, cash report generation (fee for each 0,5 h)
75,00 zł

Cash register maintenance, cash report generation (fee for each 0,5 h)
75,00 zł

Cash register maintenance, cash report generation (fee for each 0,5 h)
within the packet

Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner)
30,00 zł

Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner)
30,00 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) (fee for each 0,5 h)
75,00 zł

Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (fee for each 0,5 h)
75,00 zł

Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (fee for each 0,5 h)
within the packet

Development of accounting policies (fee for each 0,5 h)
75,00 zł

Development of accounting policies (fee for each 0,5 h)
75,00 zł

Development of accounting policies (fee for each 0,5 h)
within the packet

Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h)
75,00 zł

Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h)
75,00 zł

Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h)
within the packet

Preparation of accounting reports with Client-defined parameters on the basis of book entries (fee for each 0,5 h)
75,00 zł

Preparation of accounting reports with Client-defined parameters on the basis of book entries (fee for each 0,5 h)
75,00 zł

Preparation of accounting reports with Client-defined parameters on the basis of book entries (fee for each 0,5 h)
within the packet

Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement)
37,00 zł

Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement)
37,00 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
75,00 zł

Drafting a contract of mandate/ for a specified task
75,00 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 (fee for each 0,5 h)
75,00 zł

Drafting a request for balance reconciliation (fee for each 0,5 h)
75,00 zł

Drafting a request for balance reconciliation (fee for each 0,5 h)
within the packet

Performing other administrative and office activities defined by Client (fee for each 0,5 h)
from 75,00 zł

Performing other administrative and office activities defined by Client (fee for each 0,5 h)
from 75,00 zł

Performing other administrative and office activities defined by Client (fee for each 0,5 h)
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

Preparing an annual financial statement, annual tax settlements and an annual tax form
one monthly fee but not less than 647,00 zł

Preparing an annual financial statement, annual tax settlements and an annual tax form
one monthly fee but not less than 647,00 zł

Preparing an annual financial statement, annual tax settlements and an annual tax form
the fee equals one monthly fee

Preparing and posting a registered letter
30,00 zł

Preparing and posting a registered letter
30,00 zł

Preparing and posting a registered letter
30,00 zł

Lowering the accounting plan or packet during the tax year
397,00 zł

Lowering the accounting plan or packet during the tax year
647,00 zł

Lowering the accounting plan or packet during the tax year
not applicable

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

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

Fee for storage accounting documents by our Office after established deadlines to its collection (a fee for a year)
not applicable

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.

WAGES CALCULATION	
fee per employee	37,00 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)

37,00 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

150,00 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

75,00 zł

Preparation of ZUS (Social Insurance Institution) documents necessary for payment of sickness allowances, maternity benefits (per documents set)

150,00 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

150,00 zł

Accounting for domestic and foreign business trips, per diems calculation, accounting for the cost of accommodation, travel (per document)

37,00 zł

HR and payroll consulting (fee for each 0,5 h)

75,00 zł

- 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.

HR AND PAYROLL	
fee per employee	67,00 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

HR and payroll consulting (fee for each 0,5 h)

w ramach abonamentu

Calculation of monthly liabilities to PPK	27,00 zł
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Correction of payroll, ZUS (Social Insurance) accounts, tax amount (per corrected month)	150,00 zł
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Calculation of monthly liabilities to PPK
w ramach abonamentu

Correction of payroll, ZUS (Social Insurance) accounts, tax amount (per corrected month)	150,00 zł
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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