

VETERAN OWNED ★ MISSION FOCUSED ★ VALUES DRIVEN ★ PROUDLY SERVING TEXAS & BEYOND

MONTHLY BUSINESS SUPPORT PACKAGES

Comprehensive, scaled back-office management tailored to your team size

RANCH
BEGINNINGS

1–5 Employees

\$1,500 – \$2,500 /mo

- Monthly bookkeeping
- Bank reconciliations
- Accounts payable (up to 20 bills)
- Accounts receivable (up to 20 invoices)
- Monthly financial reports
- Email support
- Tax planning
- Disregarded entity (LLC) tax prep setup (*one-time fee*)

RANCH START

5–10 Employees

\$3,000 – \$4,200 /mo

- **Everything in Ranch Beginnings, plus:**
- Quarterly HR consultation
- Business tax preparation (*additional one-time fee*)

GROWING
BUSINESS

10–25 Employees

\$7,500 – \$10,000 /
mo

- **Everything in Ranch Start, plus:**
- Payroll processing
- HR support & guidance
- New hire paperwork
- Employee handbook updates
- Recruiting assistance
- Compliance guidance
- Contract review
- Unlimited email support

BUSINESS
PARTNER

25–75 Employees

\$17,500 – \$25,000 /
mo

- Controller oversight
- Full bookkeeping
- Full HR Department
- Employee relations & investigations
- Performance documentation
- Accounts Payable & Receivable
- Collections management
- Contract drafting
- Budgeting & cash flow forecasting
- Quarterly strategic planning

EXECUTIVE
PARTNER

75+ Employees

\$30,000 – \$45,000+
/mo

- Fractional Controller
- Fractional HR Director
- Unlimited HR & Accounting
- Contract writing
- CFO reporting & KPI dashboard
- Budgeting & cash flow
- Recruiting & Compliance
- Executive consulting

CONSTRUCTION OFFICE PACKAGE

Designed specifically for utility and construction contractors. Pricing based on company size.

\$6,000 – \$8,000 / month

- ✓ Accounts Payable & Receivable
- ✓ Certified Payroll Processing
- ✓ Job Costing & Invoicing
- ✓ Payroll Management
- ✓ Safety Documentation
- ✓ Collections & Contract Review
- ✓ Human Resources Support
- ✓ Employee Handbook Updates
- ✓ Controller Oversight & QuickBooks

À LA CARTE SERVICES & PRICING

Standalone, hourly, and project-based back office solutions

ACCOUNTING, CPA & ADVISORY SERVICES

QuickBooks Cleanup	\$150 – \$200 / hr
Collections Services	\$100 – \$150 / hr
Controller Services	\$175 – \$200 / hr
Budget Creation & Cash Flow Analysis	\$1,750 flat
Tax Preparation (Individual / Disregarded Entity)	Starting at \$800
Business Tax Returns	\$1,750 – \$3,500

CONTRACT WRITING & LEGAL SUPPORT

Independent Contractor Agreement	\$600 – \$750
Employment Agreement	\$500

HUMAN RESOURCES SERVICES

Employee Handbook	\$1,200 – \$2,500
HR Workplace Investigation	\$150 / hr
Standard Recruiting Services	\$2,500 – \$7,500
C-Level Recruiting	15% of Annual Salary
Performance Documentation	\$200
HR Audit	Negotiable
Job Descriptions Creation	\$150 each

PAYROLL & INVOICING SERVICES

PAYROLL 1–10 Employees	\$175/mo + \$10/emp
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CONTRACT WRITING & LEGAL SUPPORT	
Employment Offer Letter	\$125
Service Agreement	\$600 – \$750
Non-Disclosure Agreement (NDA)	\$500
Vendor Agreement	\$700 – \$900
Construction Contracts	\$1,500 – \$2,500
Scope of Work (SOW)	\$350

PAYROLL & INVOICING SERVICES		
PAYROLL	11–25 Employees	\$375/mo + \$12/emp
PAYROLL	26–50 Employees	\$575/mo + \$13/emp
PAYROLL	51–100 Employees	\$750/mo + \$13/emp
BILLING	Customer Invoicing	\$6 / invoice
BILLING	Customer Invoicing & Follow-Up	\$12 / invoice
BILLING	Lien Waivers Processing	\$60 each