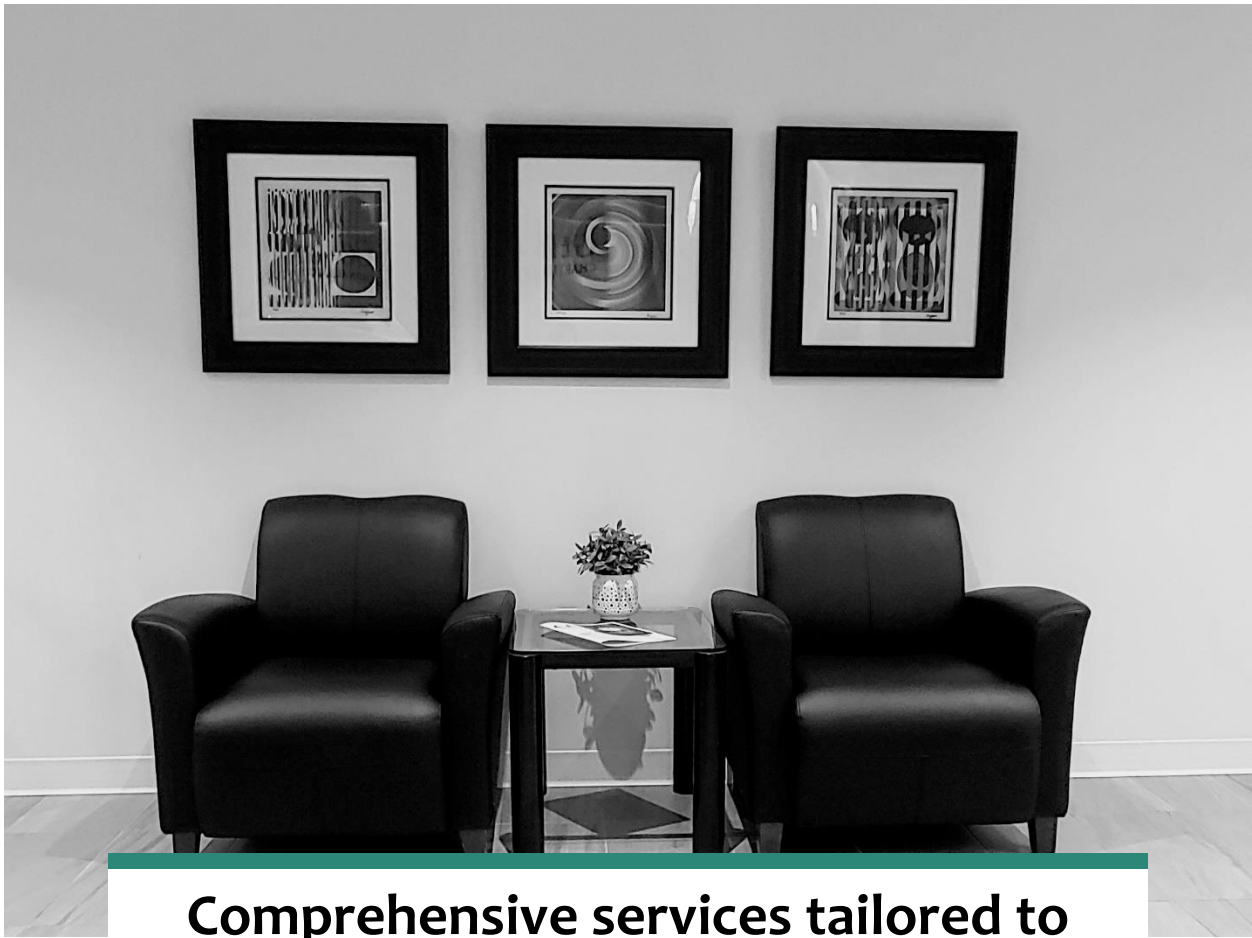


PROFESSIONAL SERVICES



Geib & Company
Professional Corporation
Chartered Professional Accountants



Comprehensive services tailored to your business needs

Geib & Company Chartered Professional Accountants provide a comprehensive approach to implementing QuickBooks Online and improving to your existing QuickBooks Online system and provides customized solutions specific to your industry. We create a strong foundation, regardless of where you are in your cloud accounting journey.

By addressing your company's particular needs, we can simplify your journey to the cloud, increase efficiency, and give you better visibility, control, and security of your QBO environment.





It can be hard to know where to start when dealing with such a large scope. We will help you step back, take aim, and come up with a plan that fits your situation and reaches your goals.

We will start by reviewing your existing bookkeeping and evaluate with Intuit products and apps make the most sense, then implement our recommendations so your shift towards optimization in the cloud is painless.

A Geib & Company Consultant will root themselves in your company's current state, create a framework based on your learner's goals, and then deliver a customized training program in a way that best suits them.



Custom Training



Identify knowledge gaps and fill them in

Geib & Company Training Consultants bring a comprehensive approach to customized training. Every solution our Training Consultants creates is uniquely tailored to fit that particular organization's brand and learners.

Through the innovative use of technology and fundamental instructional design principles, we collaborate with you to elevate your QBO skills.

Work hand-in-hand with you to:

- Assess current state
- Understand your learners
- Set goals
- Consider options

Develop a roadmap and training framework that fills the knowledge gaps and reaches your goals.

**Geib & Company
Training
Consultant**

Deliver training in the way that best suits your learners i.e. in-person, remotely, self-paced, or a blend.

Create customized training programs based on your learner's needs and goals.

Training Topics Available

We provide a number of various training topics and depending on the knowledge gaps we are trying to fill, either the entire topic or specific sections can be extracted and taught as needed.

Services provided for QuickBooks Online:

- Conversion
- Onboarding
- Chart of accounts
- Sales and customers
- Bills and expenses
- Bank feeds
- Reconciling
- Company activities
- Payroll

Other services provided:

- App recommendations
- Receipt Bank
- GST
- Inventory
- COVID-19 subsidies
- Year end preparation training for providing accurate and complete information to the accountant

Customized Training Program

COMPANY

| INSTRUCTOR | ATTENDEE(S) | START DATE | HOURLY RATE |
|-----------------|-------------|------------|-------------|
| K Rottmann, CPA | 01 | TBD | \$175/hour |

OVERVIEW

Geib & Company Chartered Professional Accountants will provide a comprehensive approach to implementing QuickBooks Online and improving your existing systems and processes to provide customized solutions specific to your business. Our goal is to create a strong foundation as you begin your cloud accounting journey.

The course requires a minimum of 21 hours (at \$175 per hour), each trainee has the option to choose their needs as suited, using the below template as a base course outline.

To conclude the program, each trainee will be awarded with a Certificate of Completion.

| TOPIC | OVERVIEW | ESTIMATED HOURS | TRAINEE PREFERENCE |
|----------------------|---|-----------------------------|--------------------|
| YEAR-END PREPARATION | Provide guidance for organizing accurate and complete financial information that can be provided to the accountant who will prepare the year-end and tax return. | 10 hours at \$175 (\$1,750) | |
| QBO CONVERSION | Geib & Company Professional Services can help guide you through the change to a new accounting software to ensure a smooth transition. We will create a model based on your current state and recommend policies, procedures, and workflows that will optimize efficiency and accuracy. | 5 hours at \$175 (\$875) | |
| ONBOARDING | Starting with core accounting processes like accurately recording business transactions and executing reports, we will take your current state and optimize it for your future cloud accounting journey. | 5 hours at \$175 (\$875) | |

| TOPIC | OVERVIEW | ESTIMATED HOURS | TRAINEE PREFERENCE |
|-------------------|--|--------------------------------|--------------------|
| CHART OF ACCOUNTS | Efficiencies begin at the beginning of the process. Creating an effective and purposeful Chart of Accounts is a fundamental building block when optimizing your business. | 2 hours at \$175 (\$350) | |
| SALES & CUSTOMERS | Customers are the key to any successful business. We show your personnel how to add customers, create invoices, and receive payments using optimal workflows to ensure every dollar earned is received and recorded. | 2 hours at \$175 (\$350) | |
| BILLS & EXPENSES | You have to spend money to make money. Effectively tracking how your money is spent is paramount. Entering bills, tracking who you owe and how much you owe will give you a holistic view of your company and where efficiencies could be made in future. | 2 hours at \$175 (\$350) | |
| BANK FEEDS | Minimize the amount of time you spend on manual data entry by harnessing the power of bank feeds. Creating rules and training QBO to categorize transactions for you allows you to focus on running your business. | 3 hours at \$175 (\$525) | |
| RECONCILING | Once the bank feed has been optimized, reconciling will be a breeze. Even without a bank feed, we will show you the best techniques to apply when reconciling your monthly bank and credit card statements, so you know exactly what is in your account. | 3 hours at \$175 (\$525) | |
| PAYROLL | Learning the fundamentals of payroll such as paying employees and tracking liabilities is essential. We will cover how to set-up payroll including adding employees, wages and salaries, determining the appropriate deductions, and paying employees and remittances on-time. | 10 hours at \$175 (\$1,750) | |

| TOPIC | OVERVIEW | ESTIMATED HOURS | TRAINEE PREFERENCE |
|--------------|--|------------------------------|--------------------|
| APPS | Based on your current state, we will recommend various apps that we believe will be helpful in optimizing your company. In addition, we provide guidance on how they work and integrate with your cloud accounting system. | 3 hours at \$175 (\$525) | |
| TRANSACTIONS | You will encounter questions for transactions unique to your industry and business. Our team will train you how to record and classify these transactions. | 10 hours at \$175 (\$1,750) | |
| GST | Provide guidance on how to properly set-up, record and file your GST including setting default sales tax codes. | 5 hours at \$175 (\$875) | |
| TOTAL HOURS | | 60 hours at \$175 (\$10,500) | |