



# 7PLUSPLUS ACCOUNTING OFFICE

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Price list of 01-09-2024

## CHARGING RULES

- You can choose between accounting plans that differ in the scope of services provided.
- A proportional fee is charged for each document exceeding the limit specified in the accounting plan
- Additional options: **MIX-BOX**, **ZERO-BOX** allow for better adjustment of the accounting plan to individual needs.
- The accounting document stands for: an invoice, a monthly report from cash register, an internal accounting document, a payroll, up to 5 transactions on a bank statement, up to 5 transactions on a cash report.
- 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.

SIMPLE PLAN		
number of documents within the packet	price	price for each additional document
5	177,00 zł	35,40 zł
10	247,00 zł	24,70 zł

STANDARD PLAN		
number of documents within the packet	price	price for each additional document
20	267,00 zł	13,35 zł
40	367,00 zł	9,18 zł
60	467,00 zł	7,78 zł
100	577,00 zł	5,77 zł
200	997,00 zł	4,99 zł

- Additional option most beneficial when there are large differences in the monthly number of documents - especially recommended in the case of seasonal activities.

**MIX-BOX**  
 You decide which of the two previously selected plans will be charged for the current month (#B001)  
 37,00 zł 1 month fee (minimum duration: 6 months)

- List of accounting activities performed as part of the accounting plan and additionally paid

SIMPLE PLAN
Keeping the revenue and expenditure ledger (KPIR), calculation of income tax advances <b>within the packet</b>
Keeping VAT records, preparation of VAT declarations <b>within the packet</b>
Keeping records of fixed assets <b>within the packet</b>
Calculation of ZUS (Social Insurance) contributions of self-employed individuals <b>within the packet</b>
Annual income tax accounts, preparation of tax returns <b>within the packet</b>
Tax consultancy <b>within the packet</b>
Representation before tax office and ZUS (Social Insurance Institution) <b>within the packet</b>
Online access to Company folder via google drive <b>within the packet</b>
Exchange rate differences on foreign currency transactions (per month) <b>within the packet</b>

STANDARD PLAN
Keeping the revenue and expenditure ledger (KPIR), calculation of income tax advances <b>within the packet</b>
Keeping VAT records, preparation of VAT declarations <b>within the packet</b>
Keeping records of fixed assets <b>within the packet</b>
Calculation of ZUS (Social Insurance) contributions of self-employed individuals <b>within the packet</b>
Annual income tax accounts, preparation of tax returns <b>within the packet</b>
Tax consultancy <b>within the packet</b>
Representation before tax office and ZUS (Social Insurance Institution) <b>within the packet</b>
Online access to Company folder via google drive <b>within the packet</b>
Exchange rate differences on foreign currency transactions (per month) <b>within the packet</b>

Intra-Community transactions reporting - VAT-UE (for all transactions within a month) 37,00 zł	Intra-Community transactions reporting - VAT-UE (for all transactions within a month) <b>within the packet</b>
Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) 107,00 zł	Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) <b>within the packet</b>
Dedicated accountant <b>unavailable</b>	Dedicated accountant <b>within the packet</b>
Preparation of ZUS declaration for a sole trader: ZZA, ZUA, ZWUA, DRA, ZCNA (fee for 1 declaration) (#0010) 37,00 zł	Preparation of ZUS declaration for a sole trader: ZZA, ZUA, ZWUA, DRA, ZCNA (fee for 1 declaration) (#0010) 37,00 zł
Withholding tax calculation (for all transactions within a month) 97,00 zł	Withholding tax calculation (for all transactions within a month) 97,00 zł
Exchange rate differences on own cash (per foreign currency account) 97,00 zł	Exchange rate differences on own cash (per foreign currency account) 97,00 zł
Correction of a closed income tax accounting period (per corrected period) 107,00 zł	Correction of a closed income tax accounting period (per corrected period) 107,00 zł
VAT correction (per corrected period) 107,00 zł	VAT correction (per corrected period) 107,00 zł
Invoicing (fee for each 0,5 h) 107,00 zł	Invoicing (fee for each 0,5 h) 107,00 zł
Stock maintenance and invoicing (fee for each 0,5 h) 107,00 zł	Stock maintenance and invoicing (fee for each 0,5 h) 107,00 zł
Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (fee for each 0,5 h) 107,00 zł	Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (fee for each 0,5 h) 107,00 zł
Business expense accounting for self-employed individuals (per business account) 107,00 zł	Business expense accounting for self-employed individuals (per business account) 107,00 zł
Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h) 107,00 zł	Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h) 107,00 zł
Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) 57,00 zł	Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement) 57,00 zł
Drafting a contract of mandate/ for a specified task 107,00 zł	Drafting a contract of mandate/ for a specified task 107,00 zł
Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) 57,00 zł	Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration) 57,00 zł
Performing other administrative and office activities defined by Client (fee for each 0,5 h) from 107,00 zł	Performing other administrative and office activities defined by Client (fee for each 0,5 h) from 107,00 zł
Preparing and posting a registered letter 47,00 zł	Preparing and posting a registered letter 47,00 zł
Lowering the accounting plan or packet during the tax year 247,00 zł	Lowering the accounting plan or packet during the tax year 247,00 zł
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

Settlement of each additional source of income in the annual declaration of a sole trader  
(#0036)  
77,00 zł

Settlement of each additional source of income in the annual declaration of a sole trader  
(#0036)  
77,00 zł

Correction of the annual PIT and ZUS declaration of a sole trader  
(#0037)  
107,00 zł

Correction of the annual PIT and ZUS declaration of a sole trader  
(#0037)  
107,00 zł

## 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	477,00 zł	95,40 zł
10	597,00 zł	59,70 zł
20	777,00 zł	38,85 zł

STANDARD PLAN		
number of documents within the packet	price	price for each additional document
40	977,00 zł	24,43 zł
60	1 227,00 zł	20,45 zł
100	1 747,00 zł	17,47 zł
200	2 977,00 zł	14,89 zł
400	5 147,00 zł	12,87 zł
800	9 577,00 zł	11,97 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.

- Additional option most beneficial when there are large differences in the monthly number of documents -

MIX-BOX
You decide which of the two previously selected plans will be charged for the current month (#B001) 77,00 zł 1 month fee (minimum duration: 6 months)

- Offer reducing the costs of accounting services for entities starting their business or conducting seasonal

ZERO-BOX
In months when there are no accounting documents, the fee for the selected accounting plan is reduced to 0,00 zł (#B003) 117,00 zł 1 month fee (minimum duration: 6 months)

- List of accounting activities performed as part of the accounting plan and additionally paid

SIMPLE PLAN
Keeping books of account, calculation of income tax advances <b>within the packet</b>
Keeping VAT records, preparation of VAT declarations <b>within the packet</b>
Keeping records of fixed assets <b>within the packet</b>
Calculation of ZUS (Social Insurance) contributions of self-employed individuals <b>within the packet</b>
Exchange rate differences on foreign currency transactions (per month) <b>within the packet</b>
Tax consultancy <b>within the packet</b>
Representation before tax office and ZUS (Social Insurance Institution) <b>within the packet</b>
Online access to Company folder via google drive <b>within the packet</b>
Intra-Community transactions reporting - VAT-UE (for all transactions within a month) 37,00 zł
Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) 107,00 zł
Dedicated accountant <b>unavailable</b>

STANDARD PLAN
Keeping books of account, calculation of income tax advances <b>within the packet</b>
Keeping VAT records, preparation of VAT declarations <b>within the packet</b>
Keeping records of fixed assets <b>within the packet</b>
Calculation of ZUS (Social Insurance) contributions of self-employed individuals <b>within the packet</b>
Exchange rate differences on foreign currency transactions (per month) <b>within the packet</b>
Tax consultancy <b>within the packet</b>
Representation before tax office and ZUS (Social Insurance Institution) <b>within the packet</b>
Online access to Company folder via google drive <b>within the packet</b>
Intra-Community transactions reporting - VAT-UE (for all transactions within a month) <b>within the packet</b>
Accounting for a partner in a non-commercial partnership, general partnership, limited partnership (per partner) <b>within the packet</b>
Dedicated accountant <b>within the packet</b>

PERFECT PLAN
The scope of accounting activities, place and method of their performing are determined individually depending on the needs of the company

Preparation of ZUS declaration for a sole trader: ZZA, ZUA, ZWUA, DRA, ZCNA (fee for 1 declaration) (#0010)	37,00 zł	Preparation of ZUS declaration for a sole trader: ZZA, ZUA, ZWUA, DRA, ZCNA (fee for 1 declaration) (#0010)	37,00 zł
Withholding tax calculation (for all transactions within a month)	97,00 zł	Withholding tax calculation (for all transactions within a month)	97,00 zł
Exchange rate differences on own cash (per foreign currency account)	97,00 zł	Exchange rate differences on own cash (per foreign currency account)	97,00 zł
Correction of a closed income tax accounting period (per corrected period)	107,00 zł	Correction of a closed income tax accounting period (per corrected period)	107,00 zł
VAT correction (per corrected period)	107,00 zł	VAT correction (per corrected period)	107,00 zł
Invoicing (fee for each 0,5 h)	107,00 zł	Invoicing (fee for each 0,5 h)	107,00 zł
Stock maintenance and invoicing (fee for each 0,5 h)	107,00 zł	Stock maintenance and invoicing (fee for each 0,5 h)	107,00 zł
Import of invoices from the customer's sales system to the office's accounting system (fee for each 500 documents)	214,00 zł	Import of invoices from the customer's sales system to the office's accounting system (fee for each 500 documents)	214,00 zł
Invoice import parameters configuration and accounting templates development (fee for every 0.5 h)	107,00 zł	Invoice import parameters configuration and accounting templates development (fee for every 0.5 h)	107,00 zł
Preparation of transfers in Client's banking system (fee for each 0,5 h)	107,00 zł	Preparation of transfers in Client's banking system (fee for each 0,5 h)	107,00 zł
Cash register maintenance, cash report generation (fee for each 0,5 h)	107,00 zł	Cash register maintenance, cash report generation (fee for each 0,5 h)	107,00 zł
Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (fee for each 0,5 h)	107,00 zł	Reporting to GUS (Central Statistical Office)/ NBP (National Bank of Poland) (fee for each 0,5 h)	107,00 zł
Development of accounting policies (fee for each 0,5 h)	107,00 zł	Development of accounting policies (fee for each 0,5 h)	107,00 zł
Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h)	107,00 zł	Preparation of registration declarations, applications and other documents for the tax office and ZUS (Social Insurance Institution) (fee for each 0,5 h)	107,00 zł
Preparation of accounting reports with Client-defined parameters on the basis of book entries (fee for each 0,5 h)	107,00 zł	Preparation of accounting reports with Client-defined parameters on the basis of book entries (fee for each 0,5 h)	107,00 zł
Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement)	57,00 zł	Statement for a contract of mandate/ for a specified task, including tax and ZUS accounts (per statement)	57,00 zł
Drafting a contract of mandate/ for a specified task	107,00 zł	Drafting a contract of mandate/ for a specified task	107,00 zł
Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration)	57,00 zł	Preparation of annual tax declarations of persons engaged under a contract of mandate / for a specified task (per declaration)	57,00 zł
Drafting a request for balance reconciliation (fee for each 0,5 h)	107,00 zł	Drafting a request for balance reconciliation (fee for each 0,5 h)	107,00 zł
Performing other administrative and office activities defined by Client (fee for each 0,5 h)		Performing other administrative and office activities defined by Client (fee for each 0,5 h)	

from 107,00 zł

Preparing an annual financial statement, annual tax settlements and an annual tax form  
one monthly fee but not less than 977,00 zł

Preparing and posting a registered letter  
47,00 zł

Lowering the accounting plan or packet during the tax year  
477,00 zł

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

from 107,00 zł

Preparing an annual financial statement, annual tax settlements and an annual tax form  
one monthly fee but not less than 977,00 zł

Preparing and posting a registered letter  
47,00 zł

Lowering the accounting plan or packet during the tax year  
477,00 zł

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

## 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	57,00 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)	57,00 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	214,00 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	107,00 zł
Preparation of ZUS (Social Insurance Institution) documents necessary for payment of sickness allowances, maternity benefits (per documents set)	214,00 zł
Maintenance of: timesheets, vacation records, attendance	niedostępane
Employment termination (per documents set): - employment contract termination - calculation of applicable notice period - calculation of pay in lieu of leave - employment certificate drafting	214,00 zł
Accounting for domestic and foreign business trips, per diems calculation, accounting for the cost of accommodation, travel (per document)	107,00 zł

HR AND PAYROLL	
fee per employee	87,00 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) 107,00 zł	HR and payroll consulting (fee for each 0,5 h) <b>w ramach abonamentu</b>
Calculation of monthly liabilities to PPK 57,00 zł	Calculation of monthly liabilities to PPK <b>w ramach abonamentu</b>
Correction of payroll, ZUS (Social Insurance) accounts, tax amount (per corrected month) 214,00 zł	Correction of payroll, ZUS (Social Insurance) accounts, tax amount (per corrected month) 214,00 zł



## CALENDAR

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- 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 15TH OF EACH MONTH: We inform you about current liabilities to ZUS for employee's contributions.
- BY THE 20TH OF EACH MONTH: We inform you about current liabilities to ZUS for contributions paid by entrepreneurs.
- 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

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- 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).

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**PLEASE FEEL INVITED TO COOPERATE WITH US**

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[www.7plusplus.pl](http://www.7plusplus.pl), [7@7plusplus.pl](mailto:7@7plusplus.pl)