Service Menu

Choose the level of help that suits your business

Service	Price	What this is for
1. Bookkeeping Help & Guidance	**£60 per hour**	For businesses that want to maintain their own records but need professional guidance. Available remotely or through an agreed local face-to-face appointment. Includes a review of records and processes, software and banking guidance, MTD readiness, and clear next actions. One-hour minimum for face-to-face appointments.
2. Managed Bookkeeping	**From £75 per month**	For businesses that would rather have the routine bookkeeping handled for them. The agreed service may include digital bookkeeping, bank reconciliation, income and expense recording, receipt management and MTD-ready records. The final fee depends on volume and complexity.
3. Bespoke / Project Support	**Quoted individually**	For setup, catch-up, tidy-up, CIS support, several accounts or entities, or another non-standard requirement. You will receive a written scope and quotation before work starts.

How Bookkeeping Help & Guidance works

- Sessions are normally booked in one-hour blocks. Additional time is charged in 15-minute units at the same hourly rate.
- Local face-to-face appointments are available by agreement. Travel within the normal Crawley Down and East Grinstead service area is included; any additional travel charge will be confirmed before booking.
- The service provides practical guidance and education. You remain responsible for maintaining your records, making business decisions and meeting statutory obligations unless a separate managed service is agreed.
- If a session identifies setup, catch-up or corrective work, Crawley Down MTD will explain the proposed scope and fee before carrying it out.

Key Service Terms

Clear boundaries, straightforward booking and no unexpected work

Important boundaries

- Tax returns, final declarations, VAT returns, CIS returns, payroll, pensions, statutory accounts, legal advice and formal tax advice are excluded unless separately agreed in writing and within Crawley Down MTD's authorised scope.
- No HMRC submission, MTD enrolment or software commitment will be made unless expressly agreed in writing.
- Guidance depends on complete and accurate information. You must retain original invoices, receipts, statements, and other supporting evidence.
- Mixed business and personal transactions, missing records or historic corrections may require separately quoted work.

Booking, payment and cancellation

- Sessions should normally be booked at least 48 hours in advance and are subject to availability.
- Hourly guidance is payable before the appointment or within 7 calendar days of invoice, as stated on the invoice.
- Please give at least 24 hours' notice to cancel or rearrange. With less notice, or for non-attendance, Crawley Down MTD may charge the booked fee, except where doing so would be unfair or unlawful.
- If Crawley Down MTD has to cancel, the appointment will be rearranged or any prepaid fee refunded.
- Managed bookkeeping and ongoing project work require a separate written scope, client due diligence and, where appropriate, a formal Letter of Engagement.

Confidentiality and data

Information will be treated confidentially and processed in accordance with the Crawley Down MTD Privacy Notice, subject to legal, regulatory, anti-money laundering and professional obligations.

Acceptance

By booking or paying for a session, the client confirms acceptance of these terms.

Crawley Down MTD

www.crawleydownmtd.co.uk