



Premier Data
SOLUTIONS LTD

BOOKKEEPING & PAYROLL

Bookkeeping & Payroll

Introduction & Pricing





Our Services

Management Accounts – Bookkeeping

Choosing the right business partner is the key to any successful enterprise.

Premier Data Solutions offers a flexible, straight-forward, confidential and cost-effective service designed to give your business the bookkeeping resource it needs.

We have a number of clients who are benefiting from our experience and our portfolio covers a variety of sectors including the Licensed Trade, Restaurants, Construction, Retail, Leisure and Sole Traders.

We can assist in the preparation of the accounts and provide customised reports on a regular basis.

This information can help you evaluate the financial position and assist you in the day to day running of the business.

Producing meaningful financial information is crucial to the proper management of any business.

The interpretation of this information and ability to apply this to your business can be of enormous benefit.

Letting us take care of your bookkeeping and payroll couldn't be simpler. By using the latest software we take away the burden of the financial administration allowing you to concentrate on running your business.



We can tailor our range of services to suit your business requirements, including:-

- *General Bookkeeping requirements*
- *Processing Supplier and Customer Invoices*
- *Raising Sales Invoices*
- *Payroll - PAYE / CIS*
- *Creditors & Debtors Reports*
- *Customised Profit / Loss Reports (Period, Project, Year End)*
- *VAT Returns*
- *Bank reconciliation*
- *Monthly / Quarterly Accounts and Reports*

Following a Free Initial Evaluation we can tailor a solution to your business requirements and provide a regular service from £75.00.

A one-off company creation charge of £25 will apply.



Managed Payroll Service

Outsourcing your payroll is a simple and cost effective method of freeing time to focus on your business. Payroll legislation is becoming increasingly specialist and almost definitely not at the top of your priority list. Letting us run your payroll means that the payroll will be on time and right 1st time.

On an agreed cycle you let us know the hours worked and any sickness or holiday benefits and we will then deliver back to you the payslips (electronically or physical slips) plus any reports you require. We will also handle the legal submissions to the Inland Revenue providing all NI & PAYE payment information to the HM Revenue & Customs.

From £16 per payroll* run it makes sense to outsource this to Premier Data Solutions.

**(dependent on requirements, complexity of payroll and the number of employees)*



We have provided a pricing matrix that offers a guideline to current costing proposals. Having established your specific requirements we will be able to confirm, in line with the pricing matrix, a fixed fee for your payroll operation.

No. of Employees	Cost per run	
1 - 5	£	16.00
6 - 10	£	30.00
11 - 15	£	36.00
16 - 20	£	45.00
21 - 25	£	55.00
30	£	68.00
40	£	88.00
50	£	107.00
60	£	127.00
80	£	166.00
100 +	£	210.00

The Above fee includes:-

- Inputting of timesheets
- Printing & Postage or Electronic issue of Payslips
- Total Wage Analysis summary
- PAYE and NIC summaries
- Mid Period Calculations for Starters & Leavers
- Payment Reports to HM Revenue & Customs -Collector of Taxes
- Year to date Income Tax Report
- Year to date National Insurance report
- Creation of P45's

New Employee or initial set up administration charge of £2.00 per employee will apply.

All prices will be subject to VAT which will be levied at the appropriate rate.



CONTACT DETAILS

Premier Data Solutions Ltd
First Floor, Richmond House
Long Bennington Business Park
Main Road
Long Bennington
NG23 5JR

BY TELEPHONE

Office : 01400 283934

Fax : 07006 016874

Direct contact:-

Tony Bates
Mobile: 07904 336460

tony.bates@premierdatasolutions.co.uk

Jon Mowberry
Mobile: 07725 564142

jon.mowberry@premierdatasolutions.co.uk

General enquires to

accounts@premierdatasolutions.co.uk

Alternatively view our web page

www.premierdatasolutions.co.uk/bookkeeping/

Registered Agents for all Intuit QuickBooks platforms

