

Narrow Service Scope and Client Welcome Pack

Client-facing setup, pricing and monthly workflow templates

Narrow bookkeeping-only service scope

This is the client-facing operating scope. It keeps Jayne Marie Bookkeeping out of risky work that belongs with an accountant, tax adviser or specialist.

Launch offer

Monthly bookkeeping for sole traders and small limited companies using Xero, including reconciliations, ledger processing, receipt organisation, basic reports and VAT support where agreed. Jayne Marie Bookkeeping charges a standard hourly rate of £30 per hour.

Included / excluded service matrix

Service	Status	Notes
Monthly bookkeeping	Included	Core monthly service.
Bank reconciliations	Included	Using accounting software and bank feeds/statements.
Sales and purchase ledger	Included if agreed	Clarify who raises invoices and who approves supplier bills.
Receipt processing	Included if agreed	Client must supply receipts through agreed method.
Basic management reports	Included if agreed	No business/tax advice unless separately agreed.
VAT returns	Optional	Only if competent, agreed and client approves before submission.
Payroll/CIS	Excluded at launch	Add only if competent, insured and documented.
Year-end accounts/corporation tax	Excluded	Refer to accountant.
Tax planning/personal tax	Excluded	Refer to tax adviser/accountant.
Companies House filings/company secretarial	Excluded at launch	Avoid until process/ACSP position is understood.

Pricing worksheet

Work type	Charging basis	What affects time	Notes
Routine monthly bookkeeping	£30/hour	Transaction volume, record quality, bank feeds, receipts and client response times	Estimate after review
VAT support where agreed	£30/hour	VAT status, VAT scheme, number of transactions and quality of supporting records	Client approval required before submission
Catch-up bookkeeping	£30/hour	Missing records, unreconciled accounts, historic periods and cleanup complexity	Always estimate separately
Xero setup/support	£30/hour	Setup complexity, bank feeds, chart of accounts and opening records	Only within bookkeeping scope
Out-of-scope work	Not provided	Tax planning, statutory accounts, payroll/CIS unless separately agreed, legal/investment advice	Refer to accountant/specialist

Client welcome email template

Subject: Welcome to Jayne Marie Bookkeeping - setup details needed

Hi [Client Name],

Thank you for choosing Jayne Marie Bookkeeping. Before I can start work, I need to complete the normal setup checks and agree the scope of work. Please send/provide the items below.

1. Signed engagement letter
2. ID and proof of address for the relevant person(s)
3. Company number and director/PSC details if you trade through a company
4. Access to Xero
5. Bank statements or bank feed access
6. Recent invoices, bills and receipts
7. VAT details if VAT registered
8. Confirmation of the first period you want me to work on

Work can start once onboarding, AML checks and payment setup are complete.

Kind regards,
Jayne Marie Clarke
Jayne Marie Bookkeeping

Monthly bookkeeping workflow

Step	Task	Evidence / output
1	Collect records by agreed monthly deadline	Client file / receipt software
2	Import/review bank feed	Accounting software
3	Categorise transactions	Bookkeeping records
4	Query unclear items	Query log
5	Reconcile bank accounts	Reconciliation report
6	Review VAT treatment if included	VAT workings
7	Send monthly report/summary	PDF/email/report
8	Update AML/client risk notes if something unusual appears	AML file note

Client records request checklist

Needed	Item	Received
<input type="checkbox"/>	Bank statements / bank feed access	<input type="checkbox"/>
<input type="checkbox"/>	Sales invoices	<input type="checkbox"/>
<input type="checkbox"/>	Purchase invoices/bills	<input type="checkbox"/>
<input type="checkbox"/>	Receipts	<input type="checkbox"/>
<input type="checkbox"/>	Loan/finance statements	<input type="checkbox"/>
<input type="checkbox"/>	VAT registration details	<input type="checkbox"/>
<input type="checkbox"/>	Opening balances / previous records	<input type="checkbox"/>
<input type="checkbox"/>	Payroll/CIS reports if relevant and only if in scope	<input type="checkbox"/>

Source notes

- This scope is deliberately narrow to reduce professional risk and avoid unlicensed/out-of-scope services.