



# MCP & BOOKKEEPING SERVICES, INC.

## Fee Schedule-Effective 8/1/2018

### Time Charges:

Initial Phone Consultation		No Charge
Initial Visit (separate charge for both Michele and Sarah)	\$	70.00 hr
Initial Chart Set Up Fee (Input of data, building file)	\$	65.00 hr
Personal Services (i.e. special request shopping, mail while on vacation, etc.)	\$	80.00 hr
Bookkeeping Services	\$	75.00 hr
Power of Attorney Services in office	\$	95.00 hr
Power of Attorney Services out of office	\$	100.00 hr
Estate Management (Personal Rep, Executor, Administrator)	\$	120.00 hr
Annual Fee: Power of Attorney/Trustee/PR-Executor * ( <b>acting as primary</b> )	\$	150.00 Yearly/Per Person
Annual Fee: Power of Attorney/Trustee/PR-Executor* ( <b>acting as alternate</b> )	\$	75.00 Yearly/Per Person
<i>*this service is to maintain relationship w /in person meeting or over the phone consultation-update chart with any changes.</i>		
Payroll/Caregiver Management	\$	85.00 hr
Notary Fees (In office for current clients)	\$	No Charge
Notary Fees (Out of office/extended travel)	\$	40.00-98.00 flat fee
Trustee/Custodian/Testamentary Trustee –Court Monitored	\$	120.00 hr
House Calls (Travel Time):		
Local : within 20 miles	\$	12.00-33.00 flat fee
Extended Local: 20 miles and over	\$	48.00+up flat fee
Case Management (In office)	\$	95.00 hr
Case Management (Out of office)	\$	115.00 hr
File/Organize Chart	\$	40.00 hr
After Hours/Holidays (Emergencies only)	\$	130.00 hr
Auditing Services	\$	100.00 hr
Mail Management Monthly in Office	\$	12.00 flat fee per month
Review/sign documents or checks	\$	5.00-10.00 flat fee per month

### Expense Charges:

Chart (Charge depends on type of services provided)	\$	5.00-50.00 flat fee
Mileage (Not for house calls)	\$	0.55 per mile
Photocopies	\$	0.15 per copy
Postage	\$	Current rate
Shredding (Based on amount)	\$	7.00-24.00 flat fee
Time Cards	\$	2.00 flat fee
Storage of Archived Chart (5 years maximum)	\$	25.00 flat fee

### Business Hours

Monday through Thursday 8:30 am to 4:00 pm  
 Friday 9:00 am to 3:00 pm  
 Closed on Weekend's and all Major Holidays.

### House Calls

House calls are made on Wednesday and Friday. Please understand, due to the large volume of requests, there may be a one to two week wait for an appointment.

### Office Appointments

In an effort to give you our very best personal service, we ask you to call for an appointment rather than just drop into our office. This will ensure you will receive all the time you desire. If you drop by, please understand you may have to wait to be seen or we may need to schedule an appointment at a later time.

**I have received a copy of the above listed fee schedule effective 8/1/2018 and agree to the fees and charges as stated above.**

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**Signature** **Printed Name** **Date**

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