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'Payroll Pricing Policy' **Pay only for what you use**

'We aim To Keep the Costs Down'

The volume we do enables us to use these economies and pass them on to you with a pricing policy others find hard to match. However we do not hide hidden extras and charges are based only on what you use. e.g. if you only want Postal Service response why should you be charged for a courier or if staff are on holiday with no payslip why should you pay for it. We tailor costs to suit your needs e.g. run 4 weeks together etc.

'We aim for a Simple Fee structure'

A simple fee structure for payrolls, be they large or small, which only charges for what you actually use. For example the payroll processing volume fee of 25p is charged separate from security payslip production at 35p so you are only charged for payslips when used not when suspended or on holiday with a fixed run fee of £10.00 for reporting and 1st class post delivery plus a ¼ hour i.e. £5.00 administration fee.

Variable Extras are charged only if requested and reflect only what is produced e.g.: -
Re-runs at clients request or Ad-Hoc special request reports charged at 10.00 per report set-up and 10p per page. Faxing of information 50p per page or part special courier or bike services see below.

A once a year PAYE Year End Pack is produced that includes Full Employee details listing, Year History Print of pay and deductions for each period, P35 listing, P14's & P60 set, Pension reports, and a 6 years Security Backup for emergency in case of lost paperwork. This is at a flat fee of £30.00 plus a volume fee of 1.75 per employee processed.

One off Costs include New Creations of 1.00 per person to key on master details and a 30.00 Set-up Establishment Fee to cover security back-up media and disk storage space excluding any training or special administration needs.

As we own all our own software and write systems for business's large and small inc. Full Mailing, Mailsort, Accounting ledgers, Stock, Invoicing and Job costing as well as a full Audit practice division for your Audit and Tax planning, VAT Book-keeping, Credit Control, and Computer Programming and advice think tank (www.bcs-ltd.co.uk & www.sos-ltd.co.uk)

(Remember it costs nothing to ask and we may have been there before and have the answer off the top of our heads).

The current fees list include Security Payslip Envelopes @35p, Employee Processing fee @25p Period Basic Run fee inc 1st class Post @£10, Basic Period Admin 1/4hr @ £5, Year-end Pack 1 @£30 Y/E employee Volume @ £1.75, Employee Creations @ £1 each, P45 preparation @ £1 each, Ad/Hoc 1 off special reports Set-up @ £10 & @10p per page, Ad/Hoc Text/Data Exports @ £15 inc disk., Faxing/Emailing of urgent reports @ 50p per page, Payroll Initial Set-up Fee £30, Payroll Special Administration if required @ £20 per hour. Re-Runs due to client request as normal, Early Leaver interim run @£5, Special Overnight or Same day carriage re-charged at cost only.

[n.b.All prices are in £GBP and are exclusive of VAT and subject to change with 30 days notice p.t.o for Term of Trading]

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