

Work With Me — How We'll Work Together

A calm, clear outline of what you can expect when you choose Ledger&Light.

At Ledger&Light, my aim is to make your bookkeeping feel steady, supportive, and stress-free. Here's a simple overview of how we'll work together so everything feels transparent and grounded from the start.

What I Take Care Of

I look after your bookkeeping with care and attention, including:

- Recording and categorising your transactions each week (up to 50 per month)
- Monthly bank reconciliation (includes 1 GBP business bank account; additional accounts £35/month + VAT)
- Keeping your records tidy, accurate, and up to date
- Monthly summaries so you always know where you stand
- Highlighting anything unusual or needing your attention
- Gentle guidance and clarity whenever you need it

If your package includes extras — such as VAT returns, catch-up work, payroll, or Xero setup — these will be clearly outlined before we begin.

What I'll Need From You

To keep your books accurate and running smoothly, I'll need:

- Access to your accounting software and payment platforms
- Read-only bank access
- Receipts or invoices that aren't already uploaded
- Updates on any changes in your business
- Timely responses to occasional questions
- Regular uploading of receipts and documents
- Complete and accurate financial information

Tax-related responsibilities

You remain responsible for:

- Submitting your VAT returns (unless we've agreed otherwise)
- Registering for MTD
- Quarterly MTD for IT submissions
- Your annual Self Assessment (available at an additional cost if you'd like support)

I'll provide your Xero MTD-compliant software subscription for the duration of our work together.

Communication

You can reach me by email anytime, and I'll reply within **2 business days** (usually sooner). Urgent matters can be flagged in the subject line.

My communication is always calm, clear, and free from jargon.

Boundaries & Clarity

To keep things smooth and stress-free for both of us:

- I don't chase missing documents endlessly — I'll send gentle reminders
- I don't provide tax advice unless we've agreed this as part of your service
- I don't work evenings or weekends

These boundaries help me support you consistently and sustainably.

Your Monthly Fee

Your monthly bookkeeping fee is:

£[amount] per month

This includes everything outlined in your package, plus ongoing support and guidance. If your business grows or your needs change, we'll review things together — no surprises.

Invoices & Payment

Invoices are sent monthly and due within **7 days**. If you prefer, we can set up automatic payments to keep things simple.

Confidentiality

Everything you share with me — financial or otherwise — is treated with complete confidentiality and stored securely.

Ending Our Work Together

If either of us needs to end the agreement, we'll give **30 days' notice** so everything can be wrapped up smoothly.

Getting Started

Once you're ready to begin, you'll receive:

- Your onboarding form

- Your document checklist
- Access instructions for your Client Portal
- Your start date

From there, we'll get everything set up calmly and clearly.