# Accountant Lead Tracker & Quote

An excel based solution, which is macro free, to enable you to keep on top of your quotes, costing, and conversion rate as an accountant. If this sounds like what you need, take a look at the details below.

**Set your own services and prices**

**Set ranges for bookkeeping transactions and turnover**

**Create a client quote along with the client**

**Easily transfer a new client quote to the database**

**Track the success of all the quotes**

**Get alerts to follow up with clients who have not replied**

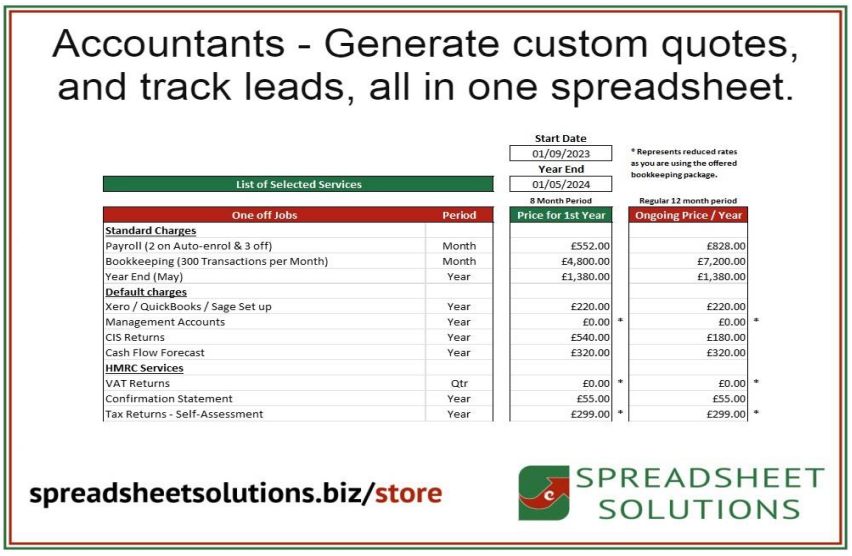
**See a dashboard showing an overview of all quotes**

**See which of your services are more popular**

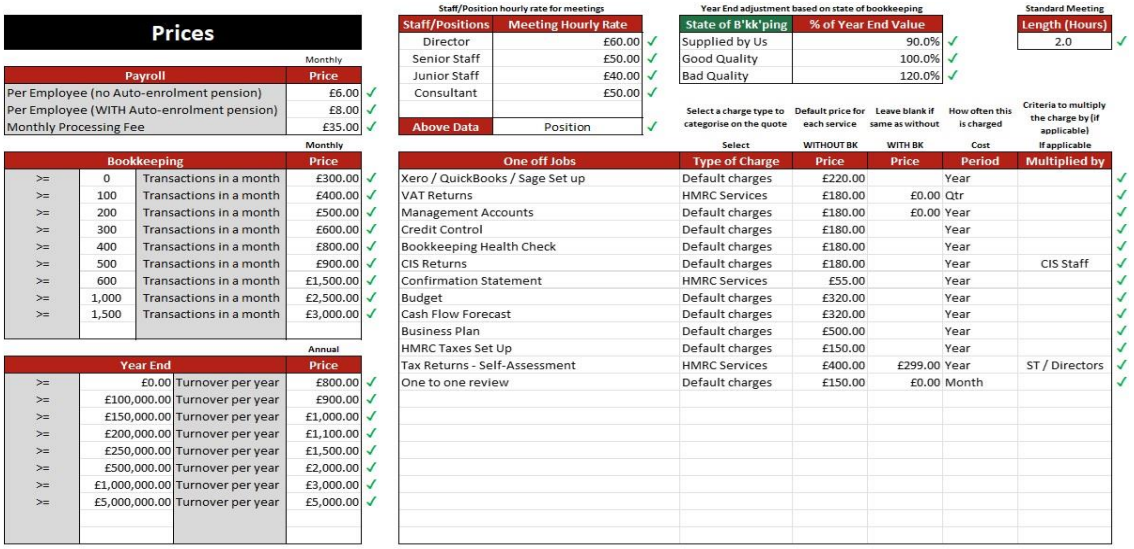
**Easily create a quote from the existing database**

**Easily update prices, or even update old quotes**

**And so much more...**




Scroll down to see more about this product



## Prices

| Payroll | Monthly Price |
|---|---|
| Per Employee (no Auto-enrolment pension) | £6.00 ✓ |
| Per Employee (WITH Auto-enrolment pension) | £8.00 ✓ |
| Monthly Processing Fee | £35.00 ✓ |

| Bookkeeping | | | Monthly Price |
|---|---|---|---|
| >= | 0 | Transactions in a month | £300.00 ✓ |
| >= | 100 | Transactions in a month | £400.00 ✓ |
| >= | 200 | Transactions in a month | £500.00 ✓ |
| >= | 300 | Transactions in a month | £600.00 ✓ |
| >= | 400 | Transactions in a month | £800.00 ✓ |
| >= | 500 | Transactions in a month | £900.00 ✓ |
| >= | 600 | Transactions in a month | £1,500.00 ✓ |
| >= | 1,000 | Transactions in a month | £2,500.00 ✓ |
| >= | 1,500 | Transactions in a month | £3,000.00 ✓ |

| Year End | | | Annual Price |
|---|---|---|---|
| >= | £0.00 | Turnover per year | £800.00 ✓ |
| >= | £100,000.00 | Turnover per year | £900.00 ✓ |
| >= | £150,000.00 | Turnover per year | £1,000.00 ✓ |
| >= | £200,000.00 | Turnover per year | £1,100.00 ✓ |
| >= | £250,000.00 | Turnover per year | £1,500.00 ✓ |
| >= | £500,000.00 | Turnover per year | £2,000.00 ✓ |
| >= | £1,000,000.00 | Turnover per year | £3,000.00 ✓ |
| >= | £5,000,000.00 | Turnover per year | £5,000.00 ✓ |

Staff/Position hourly rate for meetings

| Staff/Positions | Meeting Hourly Rate | |
|---|---|---|
| Director | £60.00 | ✓ |
| Senior Staff | £50.00 | ✓ |
| Junior Staff | £40.00 | ✓ |
| Consultant | £50.00 | ✓ |
| Above Data | Position | ✓ |

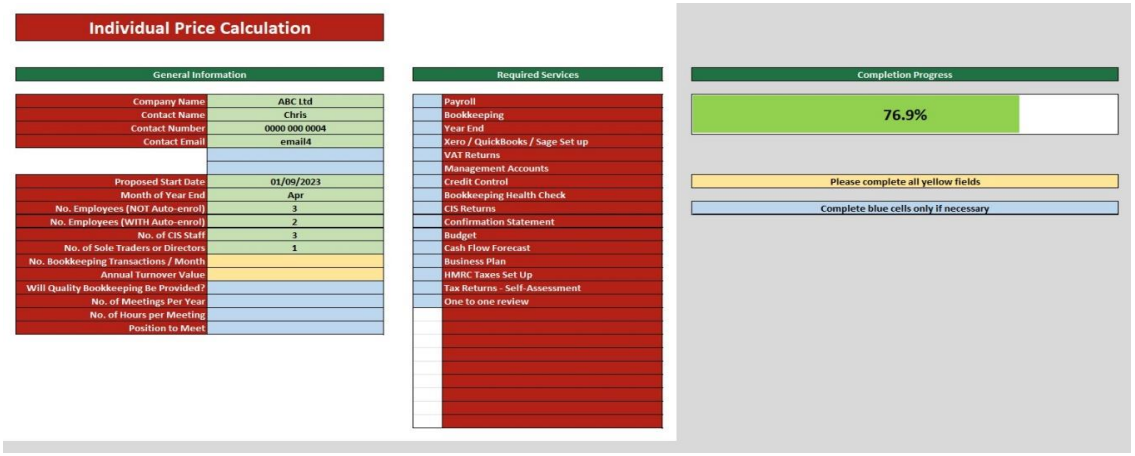
Year End adjustment based on state of bookkeeping

| State of B'kk'ping | % of Year End Value | |
|---|---|---|
| Supplied by Us | 90.0% | ✓ |
| Good Quality | 100.0% | ✓ |
| Bad Quality | 120.0% | ✓ |

Standard Meeting Length (Hours): 2.0 ✓

| One off Jobs | Select Type of Charge | WITHOUT BK Price | WITH BK Price | How often this is charged Period | Criteria to multiply the charge by (if applicable) Multiplied by | |
|---|---|---|---|---|---|---|
| Xero / QuickBooks / Sage Set up | Default charges | £220.00 | | Year | | ✓ |
| VAT Returns | HMRC Services | £180.00 | £0.00 | Qtr | | ✓ |
| Management Accounts | Default charges | £180.00 | £0.00 | Year | | ✓ |
| Credit Control | Default charges | £180.00 | | Year | | ✓ |
| Bookkeeping Health Check | Default charges | £180.00 | | Year | | ✓ |
| CIS Returns | Default charges | £180.00 | | Year | CIS Staff | ✓ |
| Confirmation Statement | HMRC Services | £55.00 | | Year | | ✓ |
| Budget | Default charges | £320.00 | | Year | | ✓ |
| Cash Flow Forecast | Default charges | £320.00 | | Year | | ✓ |
| Business Plan | Default charges | £500.00 | | Year | | ✓ |
| HMRC Taxes Set Up | Default charges | £150.00 | | Year | | ✓ |
| Tax Returns - Self-Assessment | HMRC Services | £400.00 | £299.00 | Year | ST / Directors | ✓ |
| One to one review | Default charges | £150.00 | £0.00 | Month | | ✓ |

Firstly, you can set up ranges and prices for your bookkeeping service, as well as the year end accounts. In fact, you can customise the services that you provide, and price them all, so that you can have the correct prices assigned as you enter the client data and their requirements. These prices can be updated at any time, and they do not affect quotes already done. If you wish to update a quote (if the prices have changed), you can do so by re-selecting the prices that will be highlighted (as they have changed). This allows you to customise the prices as you require them to be.



## Individual Price Calculation

**General Information**

| | |
|---|---|
| Company Name | ABC Ltd |
| Contact Name | Chris |
| Contact Number | 0000 000 0004 |
| Contact Email | email4 |
| | |
| | |
| Proposed Start Date | 01/09/2023 |
| Month of Year End | Apr |
| No. Employees (NOT Auto-enrol) | 3 |
| No. Employees (WITH Auto-enrol) | 2 |
| No. of CIS Staff | 3 |
| No. of Sole Traders or Directors | 1 |
| No. Bookkeeping Transactions / Month | |
| Annual Turnover Value | |
| Will Quality Bookkeeping Be Provided? | |
| No. of Meetings Per Year | |
| No. of Hours per Meeting | |
| Position to Meet | |

**Required Services**

- Payroll
- Bookkeeping
- Year End
- Xero / QuickBooks / Sage Set up
- VAT Returns
- Management Accounts
- Credit Control
- Bookkeeping Health Check
- CIS Returns
- Confirmation Statement
- Budget
- Cash Flow Forecast
- Business Plan
- HMRC Taxes Set Up
- Tax Returns - Self-Assessment
- One to one review

**Completion Progress**

76.9%

Please complete all yellow fields

Complete blue cells only if necessary

You can enter the information for a quote directly into the database (shown below), but sometimes you may have the client involved in the quoting process. No problem, as there is a tab where you can enter the details for one client, while on a virtual call with them. Once all this information is added, it will show that the quote is ready to view.

Each cell changes colour (red if the data is invalid, blue if it is blank and optional, yellow if blank and compulsory, and green if completed and valid). It also shows how far you are from completing the input. Once you've inputted the data and selected the services that the client requires, the quote will be ready.

Start Date: 01/09/2023
Year End: 01/05/2024

* Represents reduced rates as you are using the offered bookkeeping package.

**List of Selected Services**

| One off Jobs | Period | 8 Month Period Price for 1st Year | | Regular 12 month period Ongoing Price / Year | |
|---|---|---|---|---|---|
| **Standard Charges** | | | | | |
| Payroll (2 on Auto-enrol & 3 off) | Month | £552.00 | | £828.00 | |
| Bookkeeping (300 Transactions per Month) | Month | £4,800.00 | | £7,200.00 | |
| Year End (May) | Year | £1,380.00 | | £1,380.00 | |
| **Default charges** | | | | | |
| Xero / QuickBooks / Sage Set up | Year | £220.00 | | £220.00 | |
| Management Accounts | Year | £0.00 | * | £0.00 | * |
| CIS Returns | Year | £540.00 | | £180.00 | |
| Cash Flow Forecast | Year | £320.00 | | £320.00 | |
| **HMRC Services** | | | | | |
| VAT Returns | Qtr | £0.00 | * | £0.00 | * |
| Confirmation Statement | Year | £55.00 | | £55.00 | |
| Tax Returns - Self-Assessment | Year | £299.00 | * | £299.00 | * |

| | | | |
|---|---|---|---|
| *Annual Cost (as per the periods above)* | Total Excluding VAT | £8,166.00 | £10,482.00 |
| *Annual Cost (as per the periods above)* | VAT @ 20.00% | £1,633.20 | £2,096.40 |
| *Annual Cost (as per the periods above)* | Total Including VAT | £9,799.20 | £12,578.40 |
| *Cost per Month* | Total Excluding VAT | £1,020.75 | £873.50 |
| *Cost per Month* | VAT @ 20.00% | £204.15 | £174.70 |
| *Cost per Month* | Total Including VAT | £1,224.90 | £1,048.20 |

The generated quote is then available on another tab, and it can be saved as a one-page, portrait PDF. You can edit the intro text and footer text to suite your needs, and you can add your logo.

The quote gives a breakdown of the price for the initial period (start of services to next year end) as well as the price for a usual 12 month period. Not only that, but it gives the price per month for each period, so the client can see exactly what they would need to pay.

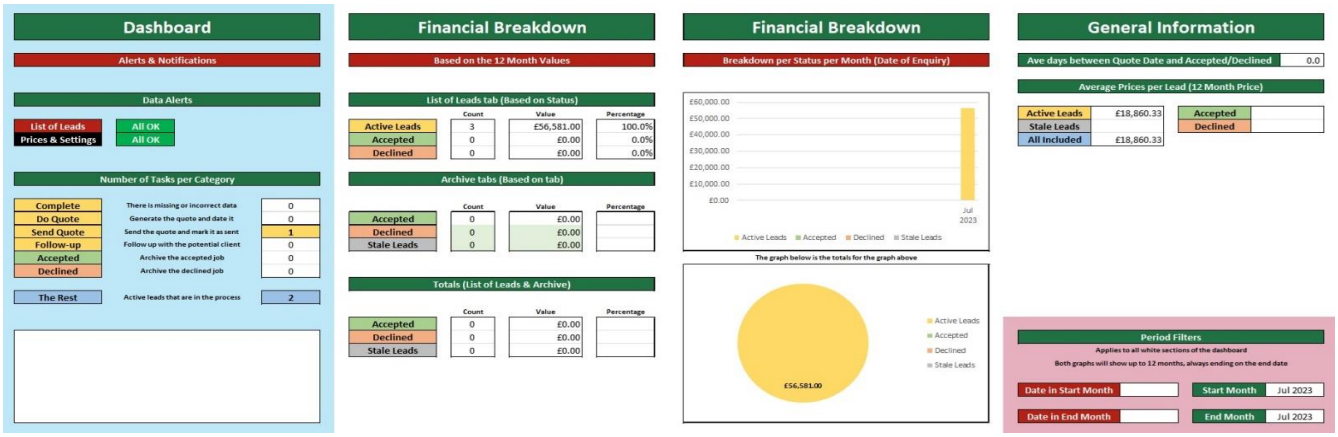
| Required Action | 12 Month Value | 1st Year Value | Quote Number | Company Name | Contact Name | Contact Number | Contact Email | Date of Enquiry | Date of Quote | Date Quote Sent |
|---|---|---|---|---|---|---|---|---|---|---|
| | £16,024.00 | £13,099.00 | 1 | A business | Richard | 0000 000 0001 | email 1 | 06/07/2023 | 06/07/2023 | 06/07/2023 |
| | £14,630.00 | £11,705.00 | 2 | Test Company | John | 0000 000 0002 | email 2 | 19/07/2023 | 01/07/2023 | 26/07/2023 |
| Send Quote | £25,927.00 | £31,090.00 | 3 | Another Business | Kim | 0000 000 0003 | email 3 | 28/07/2023 | 28/07/2023 | |

| 1st Period Discount | Ongoing Annual Discount | Date of Follow-up | Date of Acceptance | Date of Decline | Proposed Start Date | Month of Year End | NO Auto-enrol Employees | Auto-enrol Employees | CIS Staff | Sole Traders or Directors | Mnth B'kk'ping Transactions | Annual Turnover | Quality B'kkping | No of (per year) Meetings | No of hours per Meeting | Meeting Person |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 27/07/2023 | | | 01/08/2023 | Apr | 20 | 10 | 2 | 1 | 480 | £50,000.00 | | 4 | 2.0 | Director |
| | | 19/07/2023 | | | 01/08/2023 | Apr | 10 | 20 | 2 | 1 | 500 | £60,000.00 | | 1 | 1.0 | Senior Staff |
| £1,000.00 | £800.00 | | | | 01/08/2023 | Apr | 23 | 22 | 10 | 6 | 600 | £60,000.00 | ✓ | 2 | 2.0 | Director |

**Services Offered**

| Payroll | Bookkeeping | Year End | Xero / QuickBooks / Sage Set up | VAT Returns | Management Accounts | Credit Control | Bookkeeping Health Check | CIS Returns | Confirmation Statement | Budget | Cash Flow Forecast | Business Plan | HMRC Taxes Set Up | Tax Returns - Self-Assessment | One to one review |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ |
| ♻ | ♻ | ♻ | 1 | ♻ | ♻ | | | | | 1 | | ♻ | ♻ | ♻ | ♻ |
| ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | ♻ | 1 | ♻ | ♻ | ♻ | ♻ | 1 |

Each set of details can be added directly to the database above, or it can be pasted from the individual quote tab once complete. This then tracks each quote as far as when it was sent, the outcome (accepted, declined, or stale) and when last each one was followed up. You can generate a quote from any of the existing entries.
It stores the client's data, what services they have requested, and the prices at the time of the quote. These entries can be archived onto other tabs, depending on their outcome.




The spreadsheet then uses all the entered data, and creates an automated dashboard.

It shows any issues with missing or incorrect data. It gives you a financial breakdown of all the prices (for a usual 12 months) based on their status. It also gives a monthly breakdown, so you can see which months have been successful for enquiries.

You can set this dashboard to any 12 month period, provided you have the data.

| | Number | Number | Number | Number | % | % | % | % | Overall % |
|---|---|---|---|---|---|---|---|---|---|
| Services Offered | Active | Won | Lost | Stale | Active | Won | Lost | Stale | Service |
| Payroll | 0 | 3 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% |
| Bookkeeping | 0 | 3 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% |
| Year End | 0 | 3 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% |
| Xero / QuickBooks / Sage Set up | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| VAT Returns | 0 | 3 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% |
| Management Accounts | 0 | 3 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% |
| Credit Control | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| Bookkeeping Health Check | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| CIS Returns | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| Confirmation Statement | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| Budget | 0 | 1 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 33.3% |
| Cash Flow Forecast | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| Business Plan | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| HMRC Taxes Set Up | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| Tax Returns - Self-Assessment | 0 | 2 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 66.7% |
| One to one review | 0 | 1 | 0 | 0 | 0.0% | 100.0% | 0.0% | 0.0% | 33.3% |

Lastly, there is a bonus tab which analyses the services quoted, and tells you how popular each one is. You can see how often you quote for each service, and also what percentages of quotes include each service, based on their success.

Very useful to see what services seem to be more popular with your clients.

So there you have it, an overview of this unique product. We can't show you everything in this brochure, so please use the link below to the demo video, should you wish to see exactly how this product works.
All the other links you may need for more information, or to purchase this product, are below.

**In order to purchase this product, download a free trial, or watch the demo video, please click the image to the left.**

This product is sold from the UK, and will be invoiced as GBP. The fee is a once off fee, and there is no monthly charge. There will be an entirely optional annual charge, should you want to receive future upgrades.

**£300**

**This product is created by:**

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