

# SPRUNGERPEO

PROFESSIONAL EMPLOYER ORGANIZATION

When small firms consolidate admin tasks, life is simpler. Costs are less and billings increase. By partnering together, SprungerPEO allows you to build your practice, while we handle the details. For more information contact our Managing Attorney, Cory Sprunger at [cory@SprungerPEO.com](mailto:cory@SprungerPEO.com) or (260) 589-5067.

## BOOKEEPING

	ASSISTANT	MANAGER	VP	CEO
Clio & Quickbooks	\$75.00 + \$30.00	x	x	<p>If you want even more management services, please contact us to develop a <i>custom executive management plan</i> just for your firm.</p> <p><b>Black prices</b> indicate rate per <b>location</b>.</p> <p><b>Gold prices</b> indicate rate per <b>attorney</b>.</p> <p><b>Silver prices</b> indicate rate per <b>user</b>.</p>
Invoice & IOLTA Processing	\$14.00	x	x	
A/R Tracking	\$2.00	x	x	
A/R Management	x	\$14.00	x	
Income & Expense Entry	x	\$76.00	x	
Reconciliation	x	\$76.00	x	
A/P	x	x	\$46.00	
Remote Check Deposit	x	x	\$55.00	
In-House Bookkeeping	x	x	\$59.00	
MileIQ Subscription & Mileage	x	x	\$15.00	
1099 Tracking & IRS Reporting	x	x	\$4.00	
Corporate Tax Return	x	x	\$38.00 + \$155.00	
License/Membership Tracking	x	x	\$4.00	
Property Tax Tracking & Payment	x	x	\$3.00	
Insurance Management	x	x	\$23.00	
Budget Management	x	x	\$86.00	
Partner Distributions & Calculations	x	x	\$14.00	
Customized KPI Reports	x	x	\$53.00	
Bookkeeping Service Hourly	x	x	\$135.00	
Bookkeeping Service Subscription Hourly	x	x	\$55.00	
<b>BOOKKEEPING BUNDLES</b> Bundle Prices Assume 1 Attorney, 1 Location and No Staff	\$120.00 Per Month   Save \$1	\$150.00 Per Month   Save \$16	\$500.00 Per Month   Save \$55	

## RECEPTIONIST

	ASSISTANT	MANAGER	VP	CEO
Phone Line & Mobile App	\$25.00 + \$5.00	x	x	<p>Please contact us to develop a <i>custom executive management plan</i> just for your firm.</p> <p><b>Black prices</b> indicate rate per <b>location</b>.</p> <p><b>Gold prices</b> indicate rate per <b>attorney</b>.</p> <p><b>Silver Prices</b> indicate rate per <b>user</b>.</p>
Phone Receptionist Service - As Needed	\$30/day	x	x	
Phone Receptionist Service - All Month	x	\$275.00	x	
Desk Phone	x	\$7.00	x	
Outgoing Mail	x	\$22.00	x	
Initial Consultation Scheduling	x	x	\$57.00	
All-Inclusive Scheduling	x	x	\$114.00	
Bulk Mail Campaign	x	x	\$219.00	
<b>RECEPTIONIST BUNDLES</b> Bundle Prices Assume 1 Attorney, 1 Location and No Staff	\$30.00 Per Month	\$289.00 Per Month   Save \$15	\$351.00 Per Month   Save \$39	

## IT SUPPORT

Secure Networking Equipment	\$9.00
PC Computer	\$79.00
Apple Computer	\$61.00
iPad	\$34.00
Microsoft 365	x
Adobe Acrobat Pro	x
Google Workspace Enterprise	x
Google Workspace Unlimited Email Storage	x
Secure Network Monitoring	x
Data Migration Onboarding (One-Time)	x
Printer Lease & Ink	x
IT Help Desk Hourly	x
IT Help Desk Subscription Hourly	x

	ASSISTANT	MANAGER	VP	CEO
	\$9.00	x	x	If you want even more management services, please contact us to develop a <b>custom executive management plan</b> just for your firm.
	\$79.00	x	x	
	\$61.00	x	x	
	\$34.00	x	x	
	x	\$9.00	x	
	x	\$25.00	x	
	x	\$20.00	x	
	x	x	\$3.00	
	x	x	\$47.00	
	x	x	\$1,000.00	
	x	x	\$152.00	
	x	x	\$150.00	
	x	x	\$55.00	
	x	\$54.00 Per Month	\$232.00 Per Month   Save \$25	<b>Black prices</b> indicate rate per <b>location</b> .  <b>Gold prices</b> indicate rate per <b>attorney</b> .  <b>Silver prices</b> indicate rate per <b>user</b> .

### IT BUNDLES

Bundle Prices Assume 1 Attorney, 1 Location and No Staff

## PAYROLL & BENEFITS

### PAYROLL PROCESSING:

- Employee Time Tracking App
- Tax Reporting
- Tax Payments
- W-2 Reporting

*Your payroll expenses are consolidated and invoiced to your firm.*

### EMPLOYEE BENEFITS:

- Retirement Plan
- Vision Insurance
- Dental Insurance
- Long Term Disability Insurance
- Short Term Disability Insurance
- Life Insurance

### CONSOLIDATED PAYROLL EXPENSES:

- Federal Medicare & Social Security Taxes
- Federal Unemployment Insurance Taxes
- State Unemployment Insurance Taxes
- EPLI Insurance Premiums
- Workers Compensation Insurance Premiums
- SIMPLE IRA Employer Contributions

## FACILITIES

Property Maintenance Plan - Develop & Track	\$12.00
Property Maintenance Plan - Manage Vendors	Quote Based on Custom Plan
Manage Repairs, Construction, New Lease, etc.	Quote Based on Custom Plan
Facilities Service Hourly	\$100.00
Facilities Service Subscription Hourly	\$55.00

*If you want even more management services, please contact us to develop a custom executive management plan just for your firm.*

**Black prices** indicate rate per **location**.

### ADD-ON SERVICES

**Document Translation**  
(English, Russian, Kyrgyz, German)  
\$75/hour

**Lexis+ Full Federal (State, Federal, Secondary Sources and Practice Area Materials)**  
\$135.00

**Remote Notary Subscription**  
Coming Soon

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