

## Quotation of Settlement Fee / for clients paying monthly fee

### 1. Basic Fee

- for company + 1 5 0 , 0 0 0 yen
- for sole-proprietor + 1 0 0 , 0 0 0

### 2. Additional fee for the year-end adjustment of payroll

- less than nine persons + 2 0 , 0 0 0 yen
- 20,000yen per 10 person, (over 10 employees case) +

### 3. Additional fee for having a meeting, in far distance + 3 0 , 0 0 0 yen

### 4. Additional fee for Sales Tax Payer

- Simple Type + 1 0 , 0 0 0 yen
- Normal Type, but not very complicated + 2 0 , 0 0 0
- Normal Type, and very complicated + 3 0 , 0 0 0  
~ + 5 0 , 0 0 0

### 5. Additional fee for making other tax-related documents + 3 0 , 0 0 0 yen

### 6. Additional fee for translate formal tax form in English + 3 0 , 0 0 0 yen

### 7. Other additional / discount

- Annual Sales amount is over 100 million yen + 3 0 , 0 0 0 yen
- Annual Sales amount is over 200 million yen (※1) + 5 0 , 0 0 0 ~
- Getting lots of documents organized + 5 0 , 0 0 0 ~
- Meeting deadline, and prompt reply - 3 0 , 0 0 0
- Discount depends on your situation -

**Subtotal** yen

**Sales tax**

**Total Settlement Fee** yen

※ 1 The case "over 300 million", additional fee depends on business scale/type