



Pricelist for Accounting and Business Services

Hourly Rates

	Administrative	Accounting	Representation at Authorities	Basic Consultation	EXPERT Consultation
CZK	750	1.000-1.500	1.000	1.000	2.000
EUR	30	40-60	40	40	80
Hourly rate outside office hours, in weekends, during holidays, after filing deadline: +100%					

Accounting and VAT Services

Type of Service	CZK	EUR
<u>Accounting services for SRO company or Trade License</u> The minimum fee for a VAT-registered SRO company is 3.000 Kc / month, and for a VAT-registered Trade License 2.000 Kc / month. No Monthly / quarterly account fee for businesses that are not registered for VAT.	750-1000 / hour	30-40 / hour
Type of Service	CZK	EUR
<u>VAT Registration</u> Note: In case of obligatory VAT registration, the Tax Office will require up-to-date accounting (charged separately)	3.500	140
<u>VAT Deregistration</u> Note: The Tax Office may require up-to-date accounting (charged separately)	3.500	140
<u>VAT Reports (sent in electronically monthly / quarterly)</u> (excluding preparational monthly / quarterly accounting work)	750 / pcs	30 / pcs
<u>EC Sales Lists (electronic filing, only in case of VAT to EU clients)</u> (only in combination with a VAT Report AND only in the months that invoices were sent to EU customers)	500 / pcs	20 / pcs
Preparational Accounting work before a VAT Return can be filed	750-1000 / hour	30-40 / hour

Other Accounting Services

Type of Service	CZK	EUR
<u>Fixing problematic Registrations of Business</u> (at Prague tax office or social office or health insurance)	1.000 / hour, deposit 2.500	40 / hour, deposit 100
<u>Visits to authorities because of check (vyzva)</u> (at Prague tax office, social office or health insurance)	1.000 / hour, deposit 2.500	40 / hour, deposit 100

Personal / Corporate Income Tax Registration (at a Prague tax office)	2.000	80
Employee Tax Registration (registering the business, not the employee) (at a Prague tax office)	2.000	80
<u>Company Car Registration</u> (at a Prague tax office)	3.500	140
Apostille stamp on CZECH document	3.500	140
EORI / Customs number for importing in to EU	3.500	140
Energy Trading License of Energeticky regulacni urad ERO	15.000	600
Other Accounting Services (not described otherwise in the pricelist)	750-1000 / hour	30-40 / hour
Visit with client to Foreign Police or any other authority in Prague Price depends on time spent travelling, waiting and actually dealing with the authorities: 0-2 hours: 2500 CZK, 2-4 hours: 3500 CZK, 4-6 hours: 4500 CZK	2.500-4.500	100-180
Expat / Visa Consultancy	1.000 / hr	40 / hr
Business Consultancy (complex cases, tax solutions, business plans etc)	2.000 / hr	80 / hr

Tax Return Services

Type of Service	CZK	EUR
<u>Annual Corporate Income Tax Return for SRO company</u> (excluding preparational accounting work)	7.500	300
<u>Annual Corporate 0 Income Tax Return for SRO company</u> (in case of no business activities and no accounting work)	5.000	200
<u>Annual Personal Income Tax Return for director / employee</u> (excluding preparational accounting work)	3.500	140
<u>Annual Personal Income Tax Return for trade license / živnostenskÃ½ list</u> ((including social + health reports, excluding preparational accounting work)	5.000	200
<u>Annual Property Tax Return (apartments, family houses)</u> (excluding preparational accounting work, rental income tax return invoiced separately)	3.500	140
<u>Annual Rental Income Tax Return (apartments, family houses)</u> (excluding preparational accounting work, property tax tax return invoiced separately)	3.500	140
<u>Transfer Tax Return (when selling apartments, family houses)</u> (excluding expert report on taxable value of the property)	5.000	200
Road Tax Return (business must have a valid roadtax registration)	2.000	80
<u>Transfer Tax Return (when selling apartments, family houses)</u> (excluding expert report on taxable value of the property)	5.000	200
<u>Extension of Tax Return</u> (by danovÃ½ poradce)	3.500 - 7.500	140 - 300
<u>Claiming Tax Benefits / Tax Deductions for 2014, 2013 and 2012.</u>	10% - min. 3.500	10% - min. 140
Personal / Corporate Income Tax Registration (at a Prague tax office)	2.000	80

Payroll / Employment Services

Type of Service	CZK	EUR
<u>Registering a czech sro or trade license for employees</u> (at Prague tax office and social office and health insurance)	5.000	200
<u>Registering a FOREIGN company for employees in CZ</u> (at Prague tax office and social office and health insurance) Note: not included: translations, superlegalization of POAs and documents	10.000	400
<u>Registration of an Employee</u> (at tax office, social office, health insurance)	2.500	100
Annual Employee contributions overviews for authorities (tax office, social office, health insurance)	2.500 / person	100 / person
<u>Payroll Administration</u>	500 / person / month	20 / person / month
Ending Employment at Company (cancellation of Work Permit / Social / Health / Payroll)	2.500	100
Creating (Temporary) Employment Contracts (employee, pracovni dohoda, zivnostensky list, other)	from 3.500 / pcs	from 140 / pcs
<u>(Optional) Annual Personal Income Tax Return</u> (for employee / individual)	from 3.500	from 140

Trade License (Živnostenký List) Registration

Type of Service	CZK	EUR
Registration of a typical Trade License (Zivnostenky list) including 1 or more trade licenses, optional 2 hours of consultation (before and after registration), including tax / social / health registrations, including stamp duty of trade license register (1.000 CZK), excluding translations	7.000-8.500	280 - 340
<u>Business Seat / Virtual Office in Prague</u> (price depends on duration and location)	400-1.000 / month	16-40 / month
<u>Court Translation</u> non-EU languages: 1500 CZK/page	1000 / page	40 / page
<u>Business Visa / Residence Permit Application</u>	2.500 - 7.500	100 - 300

Select your own package & calculate the price here: [Trade License Order Form](#)

Trade License (Živnostenký List) Additional Services

Type of Services	CZK	EUR
Changing / Adding of a trade license to an existing one	2.000	80
Changing of a trade license to a new address (new business address / sídlo, but residence address stays the same)	2.000	80
Changing of the residence address in visa / residence permit at the Foreign Police	3.500	140
Changing of the residence address in Czech Republic at Trade License + Tax + Social + Health (updated visa / residence permit required)	3.500	140
Renewal of trade license (for Business Visa extension) - including fees of authorities	2.000	80

Trade License proofs of no debt 'bezdluznost' from Tax Office, Social Insurance Health Insurance - including fees of authorities *Note I: For Business Visa extension usually only Tax and Social Insurance are required (not Health Insurance). *Note II: in case of debts or missing / incomplete registrations, we charge 1000 CZK / hr for the extra work	1x bezdluznost: 2.000 2x bezdluznost: 3.500 3x bezdluznost: 5.000	1x bezdluznost: 80 2x bezdluznost: 140 3x bezdluznost: 200
Ending / Pausing of a trade license, including Tax + Social + Health Deregistration or Changes - including fees of authorities	5.000	200
VAT Registration (at a Prague tax office) * Note: The Tax Office may require accounting books up-to-date (accounting services charged separately)	3.500	140
VAT Deregistration * Note: The Tax Office may require accounting books up-to-date (accounting services charged separately)	3.500	140

SRO Company Formation

Type of Service	CZK	EUR
Formation of a new SRO company (including 1 or more trade licenses, notary fees, lawyer fees, stamp duties of commercial court and trade license register, excluding business seat, translations, basic capita, visa services) Calculate the exact price here: SRO Order Form	from 24.900	from 880
Ready-made SRO company (including 80 trade licenses, notary fees, lawyer fees, stamp duties of commercial court and trade license register, deposited basic capital, excluding business seat, translations, visa services) Calculate the exact price here: SRO Order Form	from 18.900	from 660
Changes to Name, Business Seat, Directors, Shares etc.	Contact us	Contact us
Business Seat / Virtual Office in Prague (price depends on duration and location)	400-1.000 / month	16-40 / month
Court Translation non-EU languages: 1500 CZK/page	1000 / page	40 / page
Extra costs in case of REMOTE FORMATION (if the director / shareholder cannot come to Prague for signing, he needs to sign at a local embassy)	5.000 - 10.000	200 - 400
Legal / Notary services (other than company formation / changes)	2.500 / hour	100 / hour
Business Visa / Residence Permit Application	2.500 - 7.500	100 -300

Business Visa Services (non-EU / 3rd-Country Nationals)

Services:	CZK	EUR
Any visa / residence permit related work in the office	1.000 / hour	40 / hour
Visit with client to Foreign Police or any other authority in Prague Price depends on time spent travelling, waiting and actually dealing with the authorities: 0-2 hours: 2500 CZK, 2-4 hours: 3500 CZK, 4-6 hours: 4500 CZK	2.500 - 4.500	100 - 180
Preparing Documents for Business Visa application (for non-EU) Documents only , we do not accompany you to the Embassy / Foreign Police (but you get clear instructions, so you can manage by yourself) step 1: consultation on what documents are required, step 2: in the next days / weeks: email support, checking your documents, filling in the application form, step 3: what to say and which steps to take at the Embassy and Foreign Police, step 4: visit Trade License Office to show ready visa and re-issue the Trade License	5.000	200
Services required for Business Visa Extension (does not include the Business Visa Extension itself)	CZK	EUR
Renewal of Trade License - including fees of authorities	2.000	80
Fresh copies of SRO Company Formation Documents - including fees of authorities	2.000	80
Proofs of no debt 'bezdluznost' from Tax Office, Social Insurance Health Insurance - including fees of authorities *Note I: For Trade Licenses usually only Tax and Social Insurance are required (not Health Insurance). *Note II: in case of debts or missing / incomplete registrations, we charge 1000 CZK / hr for the extra work	1pcs: 2.000 2pcs (T+S): 3.500 3pcs (T+S+H): 5.000	1pcs: 80 2pcs (T+S): 140 3pcs (T+S+H): 200
Court Translation non-EU languages: 1500 CZK/page	from 800 / page	from 30 / page

Residence Permit Services (EU Citizens & Family Members)

Type of Service	CZK	EUR
Any visa / residence permit related work in the office	1.000 / hour	40 / hour
Visit with client to Foreign Police or any other authority in Prague Price depends on time spent travelling, waiting and actually dealing with the authorities: 0-2 hours: 2500 CZK, 2-4 hours: 3500 CZK, 4-6 hours: 4500 CZK	2.500-4.500	100-180
Preparing Documents for Temporary Residence Permit (for EU Citizens), Documents only , we do not accompany you to the Foreign Police (but you get clear instructions, so you can manage by yourself) step 1: 1-hour consultation on what documents are required, step 2: in the next days / weeks: email support, checking your documents, filling in the application form	3.500	140
Temporary Residence Permit (for EU Citizens), including 3 visits to the Foreign Police in Prague. step 1: 1-hour consultation on what documents are required, step 2: in the next days / weeks: email support, checking your documents, filling in the application form, step 3: visit to Foreign Police in Prague for filing the Residence Permit application, step 4: visit to Foreign Police in Prague for picking up the residence permit, and applying for the rodne cislo (after 30 days), step 5: visit to Foreign Police in Prague for picking up the rodne cislo.	7.500	300

Pricing and Payment policy

"Alexio": Alexio.cz sro, IC 27629279, or one of its associated service providers.

"Client": The person or company that orders / pays for Alexio services

"Pricelist": the complete pricelist on <http://alexio.cz/pricelist/pricelist.html>

Invoice, Proof of payment

You will receive an invoice / proof of payment for our services. When paying in cash, we will issue a receipt. Our services are tax deductible expenses and can be put in the accounting.

Invoicing in CZK or EUR

Listed prices are without 21% VAT.

There are payment options without VAT as well. This needs to be indicated by the Client in advance.

Prices listed in EURO on the pricelist are based on an exchange rate of 25 CZK / EUR, and only an indication. When issuing an invoice, Alexio will use the then current CNB exchange rate + 3.5% conversion charges. As of June 2015, the current exchange rate is 27.3 CZK / EUR.

Payment Methods

Payment can be in cash, by (international IBAN / SEPA) bank transfer, Paypal or Credit Card payment.

Payment is in full, in advance. Alexio does not accept payment in parts.

Deposit Invoice

For some services (for example, but not limited to, one-off Accounting / Administration / Visa Tasks, SRO Formation, Trade License Registration or once-a-year Income Tax Returns), Alexio issues a Deposit Invoice, in particular for new clients, clients that do not take our monthly / quarterly accounting services or clients not / no longer based in Czech Republic.

By paying it, the client acknowledges that there can be a Final Invoice in case there will be extra / additional work / hours in addition to what was indicated in the pricelist / agreed at time of the Deposit payment. In case there will be no extra / additional work / hours, the Deposit Invoice will cover all of the agreed services.

We do not start our services before receiving the Deposit.

Once started, we do not refund paid deposit for services if the client decides that he does not need the services / cancels the process. If during the processing Alexio determines that some services ordered by the client are not necessary or superfluous, then Alexio will inform the client and discuss which services are relevant and the possibilities of a partial refund.

Unless a fixed / other sum has been agreed in writing / by email with the client before starting the job, the total costs for the services are calculated according to this pricelist.

Poor Payment behaviour, Reminders

Due date is 7 days after the issue date.

By Czech law, we are entitled to charge 0.5% penalty interest per day + reminder costs after the Due date has passed.

First Reminder is sent 7 days after the Due date.

Second Reminder is sent 14 days after the Due date, and 250 CZK + 14 days of interest will be charged.

a Final Reminder is sent 21 days after the Due date, 2* 250 CZK is charged + 21 days of interest.

Further refusal / inability to pay may lead to debt collection by an external party. All related costs will be invoiced to the client, including penalty interest calculated from the Due date on the original invoice.

Services are halted if one or more invoices are in the Final Reminder stage.

Re-enabling services is possible after all open invoices (not only the overdue one), penalty interests and related costs have been paid in full. In extreme cases, such as recurring poor payment behaviour may lead to Alexio charging for services in advance, or terminating services altogether.

In case the client is unable to pay (in time) we recommend to contact us as soon as possible. We are willing to waive (part of) the penalty interest and/or extend the due date if the client communicates / cooperates. Refusal to communicate, including ignoring Reminders, will always make things worse. Fair play pays off.

Questions / Disputes

In case the client feels that invoicing has been incorrect or he did not receive the correct (amount of / level of) services, we ask to respond as soon as possible.

Czech authorities may be extremely difficult to deal with; things may take (much) longer than expected and additional documents may be required. We do not claim to be perfect; it is possible that we did make a mistake somewhere. However more often than not, the problem is somewhere else.

So do not hesitate to contact us (preferably by email). Many questions / assumptions can be clarified by simply contacting us and listen to what we have to say - before the situation escalates into a dispute. Being rude or refusal to pay our invoice without any notice / communication because of (assumed) incorrectness of our services and/or invoice is not a solution.

We strive to solve any issue quickly and in a satisfactory way for both client and Alexio.

Disclaimer

By paying the (deposit) invoice, the client acknowledges he agrees with the Alexio Pricing and Payment policy.

Prices may change without prior notice. Individual offers may differ from this pricelist.

This Pricing & Payment policy is subject to Czech legislation.

In case a price indication on the website(s) differs from the pricelist, the pricelist or price calculated by the order form is leading. No rights can be derived from any of the information on the website(s).

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