

Talenom Services

2024



TALENOM



Table of contents

Introduction	3
Service models	4
Price list	5
Additional terms	8
Customer responsibilities	9



Introduction

Talenom Oyj is one of Finland's leading financial management service providers. Talenom offers its customers high-quality services that can be tailored to the customer's needs. The company is known for its progressive approach to financial management, and the customer is always at the heart of its operations. Talenom offers its services in four European countries: Finland, Sweden, Spain and Italy.

This guide identifies the services provided by Talenom and their prices. The responsibilities defined in the guide are part of the agreement between Talenom Oyj and the customer company purchasing its services.

Talenom reserves the right to modify the contents of this guide.



1 Service packages

FEATURES	Talenom software	Talenom One	Talenom One+	Talenom Pro Standard	Talenom Pro Plus	Talenom Pro Premium	Talenom Pro Enterprise
ONLINE/APP	✓	✓	✓	✓	✓	✓	✓
BOOKKEEPING SERVICE price from	-	EUR 49 per month	EUR 109 per month	EUR 150 per month	EUR 229 per month	EUR 339 per month	EUR 479 per month
Electronic archive	-	✓	✓	✓	✓	✓	✓
Financial statements	-	✓	✓	✓	✓	✓	✓
Tax return	-	✓	✓	✓	✓	✓	✓
Monthly bookkeeping to interim financial statement standards	-	-	✓	✓	✓	✓	✓
Designated contact person	-	-	✓	✓	✓	✓	✓
VAT return	-	✓	✓	✓	✓	✓	✓
Care meetings	-	○	1	○	3	6	9
Financial statement negotiation	-	-	-	✓	✓	✓	✓
Proactive financial statement negotiation	-	-	-	✓	✓	✓	✓
Taxation review	-	-	-	✓	✓	✓	✓
Financial statement protocols	-	○	○	○	✓	✓	✓
Application for changes in advance taxes	-	-	-	○	✓	✓	✓
Reimbursement of occupational health care expenses	-	-	-	○	✓	✓	✓
Annual update of information in the Trade Register	-	-	-	○	○	✓	✓
Earnings and cash budget for the financial period	-	-	-	○	○	✓	-
Earnings and cash budget and monthly updates of actual values	-	-	-	○	○	○	✓
Annual update of beneficiary information	-	-	-	○	○	○	✓
Tax optimisation for the company	-	-	-	○	○	○	✓
'Salary or dividend' calculation	-	-	-	○	○	○	✓
Preparation of a training plan for the company and training deduction in taxation	-	-	-	○	○	○	✓
Management accounting	-	-	-	○	○	○	○
Talenom Payroll Service	○	○	○	○	○	○	○
Standard salaries*	○	○	○	○	○	○	○
One Salaries*	○	○	○	○	○	○	○
Electronic archive	○	✓	✓	✓	✓	✓	✓
CARDS AND ACCOUNTS	○	○	○	○	○	○	○

Table legend: ✓ Included in the basic service ○ Available as an additional service - Not available in the service

*For more detailed terms and conditions, see page 8

Our financial management services mainly have fixed prices. We can only offer a competitive fixed price if we define the content of the service and identify additional work that is not included in the fixed price.

The price list describes the most common additional services.

2 Price list

Bookkeeping, Basic services

Talenom One

Company's annual net sales:	Bookkeeping	Financial statements & tax return
EUR 0–30,000	EUR 59.00 per month	EUR 199.00
EUR 30,000–90,000	EUR 59.00 per month	EUR 249.00
EUR 90,000–150,000	EUR 89.00 per month	EUR 299.00

Express delivery surcharge +50% of the monthly bookkeeping price.

Platform fee EUR 20.00 per month

Missing voucher	EUR 5.00 each
Financial meeting	EUR 129.00 per hour

Talenom One+

Number of vouchers per month	Kirjanpito	Tilinpäätös
0–20 vouchers	EUR 109.00 per month	EUR 219.00 each
21–40 vouchers	EUR 139.00 per month	EUR 219.00 each
41–60 vouchers	EUR 199.00 per month	EUR 299.00 each
61–80 vouchers	EUR 249.00 per month	EUR 404.00 each
81–100 vouchers	EUR 349.00 per month	EUR 524.00 each

Express delivery surcharge +50% of the monthly bookkeeping.

Tax return	EUR 149.00 each
Missing voucher	EUR 3.00 each
Archiving fee	EUR 5.90 per month

Talenom Pro

Pro Standard	From	EUR 150.00 per month
Pro Plus	From	EUR 229.00 per month
Pro Premium	From	EUR 339.00 per month
Pro Enterprise	From	EUR 479.00 per month

Financial statements	From	EUR 300.00 each
Tax return	–	EUR 249.00 each
Archiving fee	–	EUR 5.90 per month

Bookkeeping, additional services

Cost object accounting	Customer-specific price
Light cost object accounting	EUR 50.00 per month
Marginal taxation processing	EUR 50.00 per month
Fixed asset accounting	EUR 60.00 per month + EUR 85.00 per hour
Customer-specific chart of accounts	EUR 100.00 per month
Journal-keeping	EUR 195.00 per month
Dividend declarations <small>(if there are several dividend recipients, itemisation is charged at an hourly rate)</small>	EUR 60.00 each
Declaration of withholding tax on dividends	EUR 35.00 each
Annual notification of shareholder loans	EUR 60.00 each
Meeting minutes	EUR 75.00 each
Information for the authorities concerning financial statements	EUR 60.00 each
Application for changes in advance taxes	EUR 95.00 each
Notification to the Trade Register of changes	EUR 129.00 each
Application for the reimbursement of occupational health care expenses	EUR 300.00 each
Training plan and deductions	EUR 300.00 each
Asset transfer tax return	EUR 135.00 each
Bond	EUR 135.00 each
Disbursement application	EUR 640.00 each
VAT on the right to use real estate	EUR 159.00 each
'Car ownership or company car as fringe benefit' calculation	EUR 270.00 each
Documentation of development expenditure	EUR 320.00 each
Establishing a limited liability company	EUR 495.00 each
Conversion from sole trader to limited liability company	EUR 995.00 each
Financial manager service	EUR 150.00 each
Investment calculation	EUR 250.00 each
Personal tax return	EUR 399.00 each
Official financial statement information	EUR 75.00 each
Other bookkeeping work	EUR 85.00 per hour
Group accounting work	EUR 129.00 per hour
Expert bookkeeping work	EUR 149.00 per hour
IFRS bookkeeping	EUR 149.00 per hour
IFRS expert work	EUR 199.00 per hour

Paper voucher processing service

1–5 vouchers per month	EUR 4.99 each
6–50 vouchers per month	EUR 39.00 per month
51–100 vouchers per month	EUR 59.99 per month
More than 100 vouchers per month	EUR 79.00 per month

Payroll Services

Talenom Payroll

1–50 payslips per payday	EUR 35.00 per occurrence + EUR 16.00 per payslip
More than 50 payslips per payday	EUR 35.00 per occurrence + EUR 12.00 per payslip
Applications and certificates	EUR 27.00 each
Standardised payroll statement	EUR 18.00 each
Archiving fee	EUR 5.90 per month

Other services

Additional salary accounting	EUR 35.00 per occurrence + EUR 18.00 per payslip
Average hourly earnings calculation	EUR 10.00 per occurrence + EUR 5.00 per employee
Cash payments	EUR 10.00 per occurrence
Introducing a working time bank	From EUR 170.00
Membership fee statement/union	EUR 30.00 each
Monitoring the effect of work experience on monthly salaries	EUR 15.00 per occurrence
Other salary calculation work	EUR 85.00 per hour

Express delivery service

Express delivery service	EUR 25.00 per occurrence + EUR 5.00 per payslip*
Express delivery plus service	EUR 50.00 per occurrence + EUR 9.00 per payslip*

* The express delivery fee is added to the payroll fee

Talenom standard salaries EUR 9.90 per payslip

Talenom One Salary EUR 9.00 per payslip

2 Price list

Systems

Talenom Online

Talenom Online user fee	EUR 9.90 per user per month
Online Lite user fee	EUR 0.80 per user per month

Sales invoices

Invoice submission service, e-invoice and e-mail invoice

1–499 invoices/month	EUR 0.49 each
500–999 invoices/month	EUR 0.33 each
2,000–3,999 invoices/month	EUR 0.22 each
4,000 or more invoices per month	EUR 0.19 each

Invoice submission service, paper invoice

1–499 invoices/month	EUR 1.99 each
500–999 invoices/month	EUR 1.69 each
2,000–3,999 invoices/month	EUR 1.35 each
4,000 or more invoices per month	EUR 1.25 each

Tracking of receivables

1–199 invoices/month	EUR 1.25 each
200–499 invoices/month	EUR 1.05 each
500–999 invoices/month	EUR 0.80 each
2,000–3,999 invoices/month	EUR 0.40 each
4,000 or more per month	EUR 0.30 each

Payment reminders and debt collection

Fewer than 20 per month	EUR 3.90 each
In excess of 20	EUR 1.90 each
Transfer to debt collection	
- Talenom debt collection service	EUR 3.90 each
- Intrum debt collection service	EUR 6.30 each

Additional services

Transfer to factoring	EUR 18.00 per occurrence
Recurring invoicing	EUR 29.00 per month
Other sales invoicing work	EUR 85.00 per hour
EU VAT recapitulative statement	EUR 27.00 each

Payments

Receipt and payment

E-invoices	EUR 0.49 each
Paper invoices	EUR 1.09 each
Email invoices	EUR 1.09 each
Manually entered invoices	EUR 0.49 each
Travel expense claims, Talenom mobile app	EUR 1.80 each
Payments to payees outside SEPA or in currencies other than the euro	EUR 5.90 each
Processing in the event of insufficient funds	EUR 15.00 each

Talenom Business Intelligence Pro

Service deployment fee	EUR 3,000.00
Customer-specific configuration	EUR 120.00 per hour
User-specific monthly fee	EUR 59.00 per month
+ at least one administrator	EUR 89.00 each per month

Talenom HR and HR Plus

Deployment

1–39 employees	EUR 450.00 per company
40–99 employees	EUR 495.00 per company
100+ employees	EUR 550.00 per company

HR plus: basic fee plus customer-specific tailoring in conjunction with deployment (minimum: 4 person-workdays) EUR 825.00 per person-workday

Employee-based monthly price

1–39 employees	EUR 2.50 per active employee
40–99 employees	EUR 2.20 per active employee
100+ employees	EUR 1.80 per active employee

HR plus

Monthly maintenance fee	EUR 75.00 per month
Changes and additions to the specifications	EUR 120.00 per hour
Electronic signature	EUR 2.99 each

Other customer-specific services and reporting are priced separately

Integration

Integration into partner systems	EUR 0.00
Integration into other systems	EUR 29.00 per month
Deployment	EUR 390.00
Tailored integration or customer-specific configuration	EUR 110.00 per hour

Accounts and cards

Talenom Account	EUR 9.00 per month
Talenom Card	EUR 9.00 per month
Service fees according to Alisa Bank's price list	

2 Price list

Consulting Services

Mergers, acquisitions, and ownership arrangements

Dissolving a limited liability company	From EUR 2,900.00 each
Share issue	From EUR 1,800.00 each
Merger	From EUR 4,200.00 each
Demerger	From EUR 6,000.00 each
Share exchange	From EUR 5,500.00 each
Business transfer	From EUR 4,800.00 each
Restructuring application	From EUR 1,900.00 each
Bankruptcy application	From EUR 600.00 each
Conversion from sole trader to limited liability company	From EUR 1,900.00 each

Real estate arrangements

Founding a limited liability housing or real estate company	From EUR 950.00 each
Real estate plan	alk. 250,00 € / h

Valuations and acquisitions

Valuations	From EUR 1,200.00 each
Acquisition, due diligence	EUR 250.00 per hour

Contract and company law services

Shareholders' agreement	From EUR 590.00 each
Contracts and bills of sale	From EUR 500.00 each

Tax services

Tax consultancy	From EUR 250.00 per hour
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Personal services for entrepreneurs

Will, guardianship authorisation	From EUR 400.00 each
Estate inventory	From EUR 1,100.00 each

Employment law consulting	From EUR 250.00 per hour
Dispute management	From EUR 250.00 per hour
CFO services	by agreement
International tax and legal services	From EUR 280.00 per hour

HR Expert

Statutory HR plans

Work community development plan	EUR 3,600.00
Equality and non-discrimination plan	EUR 2,700.00

HR review	EUR 4,500.00
Salary process analysis	EUR 4,500.00
Guidelines for ongoing dialogue	EUR 690.00
(Actions exceeding 3 hours:	EUR 250.00 per hour)

HR expert	EUR 120.00 per hour
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Invoicing according to actual service usage or at least 50% of the estimated working hours for the period

Talenom Assistant

1-6 hours per month	EUR 69.00 per hour
More than 6 hours per month	EUR 59.00 per hour

3 Terms and conditions

Bookkeeping services Talenom One

For companies with estimated annual net sales below EUR 150,000 and fewer than 40 vouchers per month.

The platform fee is charged at the beginning of the month on a separate invoice. The fee is non-refundable, even if no bookkeeping is carried out.

Bookkeeping services are billed after the monthly accounts are completed.

The price of bookkeeping includes user fees and electronic archiving of the accounts. There is no charge for the first 10 e-invoices sent and received each month.

Bookkeeping services Talenom One+

For companies with estimated annual net sales below EUR 1 million and fewer than 100 vouchers per month.

The following factors limit the use of the Talenom One and Talenom One+ services:

- ☑ Regular trading in securities
- ☑ Auxiliary company name
- ☑ VAT on items used by the company
- ☑ Customer-specific chart of accounts
- ☑ Association or foundation
- ☑ Limited liability real estate or housing company
- ☑ Group companies and affiliates
- ☑ Agriculture
- ☑ Cooperatives, road cooperatives
- ☑ Journal-keeping
- ☑ Foreign VAT liability
- ☑ Foreign currency accounts, virtual currency
- ☑ Submission of material on paper
- ☑ Importing goods from outside the EU
- ☑ Bookkeeping reports with a regular cycle other than one month

Talenom One

- ☑ Marginal taxation
- ☑ Monitoring objects
- ☑ Contract notices in the construction sector
- ☑ Property development
- ☑ Percentage-of-completion recognition

Talenom standard salaries

The service does not include a designated payroll clerk. Standard salaries are suitable for clients who regularly pay only a monthly salary or record a monthly car/bicycle benefit.

The customer both stores and maintains data through the Talenom Salaries online service.

Talenom Entrepreneur's salary

The customer calculates and pays wages independently in Talenom Online. Salaries are accepted for payment including incidental expenses in Talenom Online's Payments service.

The service automatically deducts statutory payments according to employment information and saved tax card information.

Incomes Register reports and Employer's separate reports are sent from the service automatically. Accounting documents are automatically sent from the service to the accountant.

The customer himself is fully responsible for the correctness of payroll.

4 Customer's responsibilities

Material delivery schedule and delivery channels

The Customer must submit the necessary material using Talenom's material submission channels in line with Talenom's specified schedule for the service to be provided according to the agreed timetable. If the material is submitted late, Talenom will reschedule the completion of the service. Talenom is entitled to charge any additional costs arising from processing late or incorrectly delivered material. Talenom is not liable for the consequences of late submissions.

Material quality and format requirements

The Customer is responsible for the clarity, completeness, accuracy and compliance of the material submitted. If necessary, the Customer must supplement the submitted material. For example, additional clarifications, translations or additional documents may be required. Talenom is entitled to charge any additional costs arising from processing ambiguous or incomplete material. Talenom is not liable for the consequences of ambiguous or incomplete material.

Work done by the Customer or a third party

If the Customer prepares part of the bookkeeping themselves, the Customer is liable for its accuracy and legality and for maintaining records of the partial accounts as required by regulations. Talenom will not verify the accuracy of partial accounting unless otherwise agreed in writing. In addition, Talenom will not review the Customer's specified bookkeeping accounts, tax rates, or monitoring objects in the financial management system from which the transactions are transferred to bookkeeping after posting. Talenom charges an additional fee for correcting errors in partial accounting or posting carried out by the Customer.

Retention of bookkeeping and payroll material

During the customer relationship, Talenom will retain the bookkeeping material in accordance with the requirements of Finnish legislation. Talenom Online allows the Customer to view and download the bookkeeping material. At the end of the customer relationship, the Customer is responsible for downloading and retaining the bookkeeping material, unless otherwise agreed in writing.





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