

# YOUR FINANCIAL SERVICES

1000 YOUR PLACE \* ANYWHERE, USA 10000 \* (555) 334-3334

## CLIENT AGREEMENT

Your Financial Services Client: \_\_\_\_\_  
1000 Your Place, and Address: \_\_\_\_\_  
Anywhere, USA 10000 \_\_\_\_\_  
(555) 334-3334 Fax (555) 334-3333 Phone: \_\_\_\_\_

1. Your Financial Services AGREES to perform the following:

A. Preparation of Financial Reports

\_\_\_ Monthly services for a MONTHLY FEE of \$ \_\_\_\_\_. This MONTHLY FEE is based upon the following services and an average of \_\_\_ transactions and \_\_\_ employees and/or contract laborers.

\_\_\_ Profit and Loss Statement  
\_\_\_ Actual Month and Year-To-Date with Percentages  
\_\_\_ Actual vs. Budgeted  
\_\_\_\_\_  
\_\_\_ Balance Sheet  
\_\_\_ Cash Flow Statement  
\_\_\_ On-site review of reports

B. Preparation of Sub-ledgers and Journals

\_\_\_ General Ledger  
\_\_\_ Payroll journal  
\_\_\_ General Journal  
\_\_\_ Cash Receipts Journal  
\_\_\_ Cash Disbursements Journal  
\_\_\_ Bank Reconciliations for Accounts(s)  
\_\_\_ Sales Journal

C. Governmental Reporting Requirements

\_\_\_ Federal Tax Deposit Coupon Preparation for monthly deposit requirements  
\_\_\_ State Unemployment Tax Return preparation  
\_\_\_ Preparation of Forms W-2, W-3, 1099, and 1096 at a fee of \$ \_\_\_\_\_ per form  
\_\_\_ Form 941 preparation (quarterly)  
\_\_\_ Form 940 preparation (Annually)  
\_\_\_ Sales Tax Return preparation (as needed)  
\_\_\_\_\_

2. A one-time Set Up fee of \$ \_\_\_\_\_ will be incurred by the client.

3. YOUR FINANCIAL SERVICES AGREES to provide the following services at our current hourly rate:

\_\_\_ Preparation of Schedule C tax return (Sole-Proprietor)  
\_\_\_ Preparation of Form 1120 (C-corporation)  
\_\_\_ Preparation of Form 1120S (S-Corporation)  
\_\_\_ Preparation of 1065 (Partnership)  
\_\_\_ Loan Packaging  
\_\_\_ Business planning and consultation  
\_\_\_ Tax planning and consultation  
\_\_\_ Annual Franchise Tax Report

4. BACK-WORK FEE to bring client records current will be the lesser of 1/2 the MONTHLY FEE for each month or \$ \_\_\_\_\_ for each month or \$ \_\_\_\_\_ per hour.

5. The MONTHLY FEE will not be increased by YOUR FINANCIAL SERVICES for one year unless client activity increases or decreases substantially. New businesses are subject to an initial 90-day review.

6. CLIENT AGREES:

- A. To furnish YOUR FINANCIAL SERVICES with true and complete information necessary for YOUR FINANCIAL SERVICES to perform its services.
- B. To pay fees at the time materials and services are completed, unless otherwise agreed to herein in writing.
- C. To hold YOUR FINANCIAL SERVICES harmless such that YOUR FINANCIAL SERVICES will not be liable or responsible for any claims or damages from whomsoever arising out of or attributable to the operations or performance of services for or in behalf of the client by YOUR FINANCIAL SERVICES. In any event, any liability of YOUR FINANCIAL SERVICES for any matters shall be limited to the amount of its MONTHLY FEE to CLIENT'.

7. YOUR FINANCIAL SERVICES guarantees your satisfaction. If you are not satisfied that YOUR FINANCIAL SERVICES has provided you with accurate financial statements in a timely fashion, simply write a letter within 7 days of the date they were provided to you and you will not be charged for that month. If you have already paid, you will be given a prompt refund.

THIS AGREEMENT is entered into this \_\_\_ day of \_\_\_\_\_, 19\_\_\_. This AGREEMENT may be canceled by either party by giving a 30-day written notice of intent to cancel to the other party at the address stated above.

\_\_\_\_\_  
YOUR FINANCIAL SERVICES

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
CLIENT SIGNATURE

ACCOUNTING \* BOOKKEEPING \* TAXES \* PAYROLL SERVICES \* BUSINESS CONSULTING