

MELISSA SATTENSPIEL'S BOOKKEEPING

Phone: 619.846.4732 E-mail: info@melsbookkeeping.com
www.melsbookkeeping.com

Monthly Fixed-Price Agreement

This Agreement (hereinafter referred to as the "Agreement") for professional services is effective as of the date of the party last signing below by and between CLIENT NAME HERE, (hereinafter referred to as "Client") with offices at CLIENT ADDRESS HERE, and Melissa Sattenspiel's Bookkeeping (hereinafter referred to as "Contractor"), having a business address at P.O. Box 15972, San Diego, California 92175.

To document the understanding between Contractor and Client as to the professional services to be rendered, both said business entities are entering into this "Monthly Fixed-Price Agreement." To avoid any misunderstandings, this agreement defines the services that Contractor will perform for Client as well as both parties' responsibilities under this agreement.

Article 1. Agreement Services

Professional services will be provided to Client at a rate of \$\$\$ dollars per month for work done in the Client's home office or for services provided out of the Contractor's offices, unless otherwise stated by a representative of the Contractor. Client will NOT be charged for driving time, unless Client is specifically told otherwise by a representative of Contractor. Contractor will track time on our timesheets, as well as in any way requested by a representative of Client. The services rendered may include, but are not limited to:

- **Telephone and/or E-Mail Assistance** _____ Initial Here
You can call us anytime for advice on bookkeeping and related matters. You will not be charged for the first hour of phone support provided to you each month. Available during business hours only, Monday thru Friday, 9:00 a.m. to 5:30 p.m.
- **Monthly Transaction Recording (Bookkeeping)**
We will ensure that all of your expenses and incomes are correctly recorded in your chosen accounting software application on a monthly basis.
- **Invoice, Billing, and Estimate Preparation/ A/P & A/R**
We will prepare your invoices, billing statements and any required estimates on a monthly basis. This also includes accounts payable (A/P) and accounts receivable, (A/R) including a monthly collections report.
- **Financial Statement Preparation and Interpretation**
We will prepare a Balance Sheet, Income Statement, Profit & Loss Statement and a Cash Flow Statement from source documents, done on a monthly basis, usually at the end of the month.
- **California Sales Tax**
We will help you to put aside the correct amount for California sales tax on a monthly basis. We will also ensure that your filings are turned into the State Board of Equalization, as per the requirements for your business, if applicable.
- **Payroll & Payroll Taxes**
We will file your quarterly or yearly EDD filings and process your businesses payroll on a monthly basis. This service includes putting aside estimated employee and employer taxes for federal, state, social security, workers compensation, and all other required governmental taxes.
- **Bank and Credit Card Reconciliations**
We will reconcile your bank accounts and credit card accounts as the statements arrive, usually on a monthly basis.
- **Employee W-2 Preparation and/or 1099 Misc.'s (HOURLY RATE TO BE AGREED UPON!)**
We will prepare all required employee W-2's and 1099 Misc's required for independent contractors at the end of the year. We will also help you to understand your business's employee/ independent contractor tax requirements for both federal and state governmental agencies.
- **Personal and/or Corporate Income Tax Preparation (HOURLY RATE TO BE AGREED UPON!)**
We will prepare your year-end income tax statements for both the federal (IRS) and state government. This includes, but is not limited to Schedule C and/or 1040 preparation.
- **Asset Management**
We will maintain your capital assets, including calculating a depreciation schedule and updating asset additions and/or subtractions.

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Article 2. Client Confidentiality

All client information received is treated with confidentiality and respect. Records that may be taken off Client premises are stored securely in a locked metal filing cabinet, until returned to the Client. Records are always in this filing cabinet, unless they are currently being worked on by Contractor. All electronic records are on a secure computer system with a password and multiple firewall protection.

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Article 3. Payment Policies:

Terms of Sale: Payment for ongoing services is due every two weeks by the date stated on your invoice. Any other payments are also due by the date stated on received invoices.

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Payment Method: Payment can be made by credit card (via PayPal), personal or business check, money order, or cash. PayPal payments are available through our website. Payments not honored by the bank will incur a returned check fee of \$35 and payment will become due and payable immediately. Please make payments payable to: "Melissa Sattenspiel's Bookkeeping."

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Regular services may be interrupted by an overdue account, so Client agrees to be diligent and prompt with payment. Payments received past the due date will incur a 2% interest charge per month, until the account is settled in full.

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Article 4. Referrals:

If the Client refers another client that results in at least ONE completed sale the Client will receive a \$50.00 dollar credit to be used at the Client's discretion.

Article 5. Meeting Guidelines:

In the interest of fairness, both parties agree to treat each other's time with respect, bearing in mind the following points. Both parties agree to arrive on time for each scheduled appointment, ready to work. In the event of a cancellation, the party should be notified, twenty-four hours before the scheduled appointment, if foreseeable.

Cancelled meetings will incur a \$35 charge. Meetings scheduled to exchange information are free of charge for the first half hour, after which Client will be charged the normal hourly rate for time spent.

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Article 6. Service Guarantee:

Our work is guaranteed and you are the SOLE judge of our performance. If, in any month, anything we do falls short of your expectations, we will – without question – respect your right to a refund of your regular fee, if you are not delighted with the work we do and the way we do it.

To assure that our arrangement remains responsive to your needs, as well as fair to both parties, we will meet throughout the year and, if necessary, revise or adjust the scope of the services to be provided and the prices to be charged, based upon mutual agreement.

Furthermore, it is understood that either party may terminate this agreement at any time, for any reason, within 10 days of written notice to the other party. It is understood that any unpaid services that are outstanding at the date of termination are to be paid in full within 10 days of the termination.

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Date Signed:	
Company Name:	<u>CLIENT COMPANY NAME</u>
Name of Representative:	<u>CLIENT NAME</u>
Signature:	

Date Signed:	
Company Name:	Melissa Sattenspiel's Bookkeeping
Name of Representative:	
Signature:	