

Client Service Agreement

Company Name:
Address:
Phone:



Core Essentials™

- Software: QBO Xero
- Standard Setup
- Semi-Annual Tax Planning
- Owner Payroll
- Business Tax Preparation
- Unlimited Phone/Email Consultation



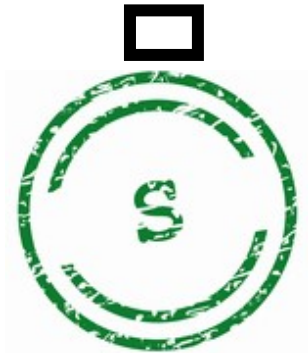
Core Tax Process™

- Core Essentials Plus:**
- Custom Setup
- Monthly Reconciliations
- Bookkeeper Review
- Accountant Review
- Sales Tax



Core Virtual Accountant™

- Core Tax Process Plus:**
- Daily Reconciliations
- Weekly Bill Pay
- Advanced Tax Planning



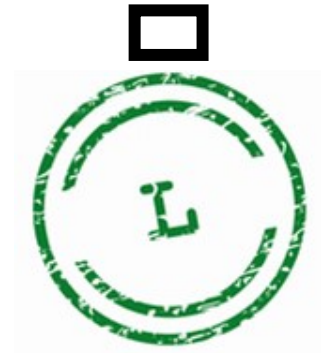
Small Payroll

- Direct Deposit
- Web Portal
- Tax Payments
- Tax Reporting
- W-2's



Medium Payroll

- Small Payroll Plus**
- Timekeeping Solution
- Employee Web Portal



Large Payroll

- Medium Payroll Plus**
- Unlimited Payrolls
- Employee Onboarding Service

Add Ons:

Weekly Payroll

Custom Reporting

Garnishments

Multiple States

Fee Summary

Monthly Fee:

of EE__

Setup Charge:

We greatly appreciate the value of a new client. Our intent is to maintain a long term business relationship with our clients. The services listed on the reverse side are to be performed as stated above with the fees due and payable in accordance with our pre-authorized payment plan at the beginning of the period in which they are performed. The installation fee is considered earned upon payment and is non-refundable. Under this plan, we will initiate payment for the monthly investment with your bank on the 10th of each month. You also authorize us to initiate other payments from your bank account from time to time for miscellaneous fees or taxes, as necessary. By the signing of this Client Service Agreement you are authorizing us to initiate the monthly payment. Either party may terminate upon 30 days written notice. Work billed will be completed, but because of the nature of the bundling of our services, fees are considered earned in full in the month billed.

Requested services that are outside the scope of this agreement will be billed at prevailing hourly rates. Services specifically outside the scope of this agreement would include, but are not limited to, representation of the taxpayer due to an Internal Revenue Service or other governmental agency audit, response to non-routine IRS notices that were not caused by the accountant, consultation regarding the sale, purchase or financing of a business, etc.

The fee suggested will be on a trial basis for three months. After the three months have expired, Core will review this arrangement. Any adjustments needed either way will be discussed with you in advance and be implemented by mutual consent. All fees are subject to annual review and adjustment.

Client Agrees to deliver all financial data, which is necessary to compile the monthly financial statements, by the 5th of the following month. Client will make all reasonable attempts to respond to our requests for information in a timely manner. If for some reason you do not provide information that is necessary to prepare the financial statements, the financial statements will not be issued.

No auditing procedures will be performed on the data presented. These services will not constitute an examination in accordance with generally accepted auditing standards. The statements provided will be for management use only and, therefore, will not contain all necessary statements and disclosures required by generally accepted accounting principles. No opinion or any other form of assurance is expressed on the financial statements. Management is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records.

All tax returns are prepared based upon information provided by you. They are prepared without audit or review. Therefore, no opinion or any other form of assurance is expressed on them. You have the final responsibility for the tax return filings, and, therefore should review them carefully before you sign and file them.

You agree that any dispute that may arise regarding the meaning, performance, or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the county of Oklahoma, state of Oklahoma, by Oklahoma Mediation/Arbitration Service according to its mediation rules, and any ensuing litigation shall be conducted

This agreement is acceptable and correctly expresses our understanding of the engagement of Core for accounting services.

_____ Date: _____ 20__

Client Authorization

Core Business and Financial Services

Individual Personal Guaranty

I, _____, hereinafter referred to as Guarantor, hereby agree to personally guarantee and be personally obligated on that certain Client Service Agreement executed by _____ dated: _____ payable to Core. I hereby agree to bind myself to pay any sum that may become due under said Client Service Agreement whenever the original payer shall fail to pay same. I do hereby waive notice of default, non-payment and notice, and consent to any modification or renewal of the Client Service Agreement herein guaranteed. I further agree to pay any reasonable attorney's fees and court costs incurred in any effort to enforce or collect any sums due under said Client Service Agreement governed by the laws of the State of Oklahoma.
