

Abundant Returns Tax Service
5909 Peachtree Dunwoody Rd,
Bldg D, Ste 990
770-451-6330 *
www.abundantreturns.com

Bookkeeping Letter of Engagement

We appreciate the opportunity to provide bookkeeping services for

Company Name: __

Address: _____

Phone: _____ Fax: _____ Email: _____

Officers Name: _____ Title: _____ Cell: _____

To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you. Joy Boothe, ARTS accountant, will be the contact person for this engagement.

On a monthly basis, we prepare your company financial reports. We will enter all accounting transactions for your company into a QuickBooks company file. This includes checks, deposits, and other transactions affecting the checking accounts. It also includes vendor transactions: checks, credit card charges, debit and ach transactions. We will perform the reconciliations for all bank accounts, loans, credit card and asset accounts. We will record and capitalize all company accounts, new purchases and enter adjusting journal entries as necessary, including depreciation. We will set up new customers, employees, and vendors on an as needed basis. All of the above transactions will be entered from original documents, bank statements, credit card statements, ledgers and receipts you provide.

What We Won't Do

We will make no attempt to adjust the records to reflect Generally Accepted Accounting Principles nor to reflect proper tax record keeping. We will make no audit or other verification of the data you submit. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft, therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

What We Need from You

To perform our services, we will need to obtain information on a timely and periodic basis from your company. These items include all the input such as check registers, bank statements, credit card statements, loan statements, sales ledgers and receipts, sales tax account information, vendor information, year-end payables and receivables, federal tax ID number, payroll information, employee data, unemployment account information, and any other information that we may require to complete the work of this engagement. These



When We'll Do It

This engagement will begin on _____ (Date) and will continue on a regular scheduled basis or until either party terminates the agreement. This engagement is made on a time-and-materials, best-efforts basis.

Hardware and Software Warranties

During the course of the engagement, we may recommend a purchase and installation of computer or technological hardware, software, communications, or services by your company. Warranties, to the extent they exist, are provided only by the manufacturer/vendor of those computer products.

Services Outside the Scope of this Letter

You may request that we perform additional services at a future date not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services will necessitate that we issue a separate engagement letter to reflect the obligations of both parties.

Fees

Our fee for these services will initially be at _____ per month, which may be adjusted as the accountant sees fit due to an excessive number of monthly transactions. At that time, a new letter of engagement will be signed. Prior to commencing our services, we require that you provide us with a retainer in the amount of _____. The retainer will be applied against our final invoice, and any unused portion will be returned to you upon our collection of all outstanding fees and costs related to this engagement. Your payment will be due on the 1st of each month.

_____ * Includes Monthly Tax Plan Checks Done For You

Please complete credit card information below for your retainer and monthly fees to be deducted from.

Credit Card Information:

Credit Card Number: _____ Expiration: _____

Security Code: _____ Zip Code: _____

Cardholder's Name: _____



Abundant Returns Tax Service Bookkeeping Information Sheet
5909 Peachtree Dunwoody Road, Bldg. – D, Suite 990
Atlanta, GA 30328
Tel: (770) 451-6330 ~ Fax: (888)802-1398

Bookkeeping Information Sheet

Business Name: _____

Contact Name: _____

Address _____

City/St/Zip: _____

Phone: _____

1. How many businesses do you own? Please indicate name and industry (e.g. Medical, Real Estate etc.)

a. _____

b. _____

c. _____

2. Account Information:

a. Number of business Checking account(s): _____

b. Number of business Savings account(s): _____

c. Number of business Credit Card(s): _____

d. Loans or Lines of Credit. How many? _____

3. What method will you use to send in (3) months of Statements from each account?

E-Mail Fax Mail

4. Bookkeeping Requirements:

a. If you had your books previously prepared by an accountant, please submit your most current Balance Sheet

b. If you are a mid-year transition, please include
- Bank, Credit Card and Loan Statements to date

- Profit & Loss Statement to date
- Monthly Check Register, Transaction Listing or Description for each transaction on Bank and Credit Card Statement (indicate what was purchased, if a transaction is personal and not business).

c. If you used your personal accounts for any business related transaction, please provide a list - by month - showing what was purchased and how much paid.

d. If your business has fixed assets please list below e.g. Trucks, Major Equipment, Office Furniture, Computers, Printers, etc. (Please add a sheet if necessary)

ITEM DESCRIPTION	DATE PURCHASED	COST PRICE

e. Do you have a loan schedule showing the payment breakdown of P & I? Please submit copy.

f. Payroll:

a. If you have payroll, please submit W-3 summary for the reporting year or quarterly payroll tax returns for current year.

5. Are you signing up for Payroll Service with ARTS? (Y) (N)
If yes, please ask for our Payroll Information Sheet.

6. Do you need Tax Returns prepared?

- a. Business income tax return _____
- b. Personal income tax return _____
- c. Sales & Use tax return _____
- d. Business Property Tax Return

Signature

Date



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SERVICE(S) PAYMENT/INSTALLMENT AGREEMENT

If you would enjoy the convenience of financing your total charges on service(s) rendered, you will be charged an additional 7% of the total charges financed. Your payments will be automatically withdrawn from your account monthly on date specified. The total amount due represents the full balance owed to Abundant Returns Tax Service. Should you default on a payment, the full balance then remaining shall become immediately due and Abundant Returns Tax Service shall have the right to pursue the full balance, unpaid accrued interest, collection costs and attorney's fees. This Agreement shall be governed by the laws of the state of Georgia.

Client Name: _____

Address: _____

City/State/Zip: _____

Service(s) Rendered (as itemized on attached invoice)

- Tax Plan Payment Plan
- Bookkeeping Payment Plan
- Payroll Payment Plan
- Tax Return Payment Plan
- Auto Kept \$87.00 for the year

Total Amount: _____

Initial Payment: _____

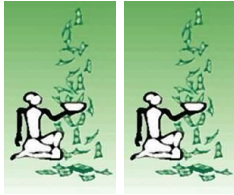
Remaining Balance Financed: _____

Payment Plan Amount: _____ Frequency: X Monthly

Start billing on: _____ Stop billing on: _____

Client Signature

Date



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Simply complete the credit/debit card or bank account information below and sign the form.

******In order to cancel billing, client must provide written notice of cancellation within 7 days of next billing cycle.**

Credit Card Information:

Credit Card Number: _____

Expiration: _____

Security Code: _____ Zip Code: _____

Cardholder's Name: _____

Client Signature

Date

ARTS Representative

Date



Payment Record

Date	Amount Paid	Balance	Date	Amount Paid	Balance

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