

*ADVISORY TAX SERVICE*

*500 S.E. 17<sup>TH</sup> Street*

*Suite #220*

*Fort Lauderdale, FL 33316*

*Telephone: (954) 763-2829, Facsimile: (954) 763-2825*

AGREEMENT FOR ACCOUNTING AND TAX SERVICE

I/We, the undersigned client, Contract our Accounting and Tax matters to Advisory Tax Service, Inc., for a term of one year from the date of this agreement. In consideration thereof for those services rendered to Client, the Client agrees to pay \$250.00 for the installation of the accounting system and a fee of \$100.00 per month in advance, plus additional charges per the fee schedule below. In return for the above consideration, Client shall receive the following:

- |  |  |
|--|--|
| 1. Cumulative Monthly Financial Statements   | 9. Answering Federal Tax Notices               |
| 2. Comparative F/S after one year            | 10. Bank Reconciliation                        |
| 3. Cash Disbursement Book                    | 11. General Ledger                             |
| 4. Adjusting Entries                         | 12. Payroll Tax Depository                     |
| 5. All Quaterly Payroll Tax Returns Prepared | 13. Departmental Income Statement or other F/S |
| 6. State Identification Number               | 14. Monthly/Quarterly/Sales Tax                |
| 7. Federal Identification Number             | 15. Year End Tax Planning                      |
| 8. Answering Sales Tax Notices               |  |

Services included at additional charge:

- |  |  |
|--|--|
| 1. S. Corp Elections                   | 7. Fee Based Financial Planning                  |
| 2. Forming Corporations                | 8. Payroll Services                              |
| 3. Individual Tax Returns 1040         | 9. Tax Audits                                    |
| 4. Annual Corporate Income Tax Returns | 10. Annual State Tangible Tax Returns            |
| 5. Annual State Intagible Tax Returns  | 11. Annual Schedule "C" Sole Proprietorship Only |
| 6. Census Reports                      | 12. Workmans' Compensation Audit                 |

FEE SCHEDULE:

1. Installation and Set-up Fee.....	\$250.00
2. Incorporation.....\$350.00 + State Fees.....	\$ _____
3. Fee to Bring Backwork Up to date: 19_____Taxes.....	\$ _____
From:_____to_____	\$ _____
4. Other.....	\$ _____
	TOTAL: \$ _____
	PAID: \$ _____
	BALANCE DUE: \$ _____

This agreement shall be automatically renewed for an additional year from the date of this agreement unless written notice of cancellation is given at least 30 days before the expiration of the current year's service. Fees are based on current business volume and will be reviewed on a quaterly basis to make any adjustments deemed necessary.

NAME OF CLIENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

