



General Terms of Engagement

Thank you for your interest. I am an Advanced Certified Quickbooks ProAdvisor with a B.S. in Accounting & Business. I specialize in providing services to small and medium size businesses. I offer set-up and ongoing bookkeeping services, reconciliations and reviews, compilation and report on financial statements, and consulting on business accounting. Please read the following which I hope will clarify our mutual roles and obligations.

Your company is obligated to comply with a set of legal, accounting, and tax-related responsibilities associated with owning and running a business. This obligation remains with you even though you may be unfamiliar with the rules. You have the final responsibility for any tax form or return filed, and, therefore, you should review them carefully before you sign them.

Some of your responsibilities may include:

- Maintaining complete accounting records for business transactions
- Maintaining receipts containing clear descriptions of products and services purchased and the business reason for such.
- Maintaining bank records (cancelled checks/statements) evidencing payment of products/services for which you have receipts
- Compliance with tax deductibility associated with travel, meals, entertainment, and vehicle use expense

I will not furnish you with legal advice. The financial reports I will provide you will be for internal use and management purposes only. I will not audit or otherwise verify your data, although it may be necessary to ask you for clarification of some of the information. As a consultant, my objective is to minimize additional inquiries in order to focus on your stated objectives. Any additional services outside the stated scope due to the expansion and growth of your business, will be separately agreed upon, if and when that is necessary.

I will perform my services following existing regulations to the best of my knowledge. A client may expect reasonable care and competence, but not infallibility. I will perform my services under *BayLink LLC*. Except in the case of gross negligence or willful misconduct on my part, *BayLink LLC* will not be liable for any damages to *your business*, be it loss of use, loss of data, interruption of business, downtime or lost profit.

To perform my services, I may collect nonpublic information about you that is provided by you or obtained with your authorization. I do not disclose any such information except as required or permitted by law. Physical, electronic, and procedural safeguards are maintained to guard the retained records.

A deposit may be required for engagement to commence. After that, I invoice monthly according to our agreement. All of my invoices are due and payable upon receipt. My rates increase annually.

I want to express my appreciation for this opportunity to work with you. I look forward to a continuing mutually satisfying relationship. Your business referrals are appreciated as they represent your confidence in the quality and value of my services. If you have any questions concerning this contract for services, please do not hesitate to contact me.