



1700 Park Street, Suite 100  
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## Terms and Conditions

**Terms** – Services will be billed at our hourly rates in effect at the time of service. Invoices will be generated on a semi-monthly basis with payment terms of Net 15 days. Past-due invoices are subject to an interest charge of 1.0% per month and may result in suspension of our services or withdrawal from this engagement. There is a charge of \$25 for all NSF checks and returned direct debits. Other payment options, such as direct debit or credit card, are also available. If collection action is required to collect unpaid balances due us, you agree to reimburse us for our costs of collection, including attorneys' fees. If services are terminated by either party, you agree to compensate us for all services rendered through the date of termination, with payment in the form of a cashier's check. Fixed fees cover the service portion only and are subject to adjustment if duties or volume increases beyond the original scope of work.

**Accuracy** – We will rely on the accuracy and completeness of the documents and information that you provide to us. All reports and statements are based upon a compilation of this supplied data. Any failure to provide such documents and information on a timely basis will impede our services and may require us to suspend services or withdraw from the engagement. You agree to accept responsibility for any effect on your accounting records and financial statements, including monetary losses, which may result from the absence or inaccuracy of this pertinent information. Further, you indemnify Advantage against any obligations or costs that are a direct or indirect result of any inaccurate or incomplete information that you provide to us, whether intentionally or negligently.

**Confidentiality** – All staff members of Advantage sign a confidentiality agreement on their date of hire.

**QuickBooks® Hosting** – Advantage offers free QuickBooks® hosting on our server for clients who average at least \$500 per month with us. Otherwise, the hosting fee is \$50 per month.

**Original Records** – All original records provided to us during the engagement will be returned to you as promptly as possible. Advantage does not store records for future retrieval. Financial statements and electronic files that have been enhanced by Advantage, such as a QuickBooks® company data file, remain the property of Advantage and will be released at the termination of this agreement only when all unpaid balances are collected. Records will only be released to you or to your CPA, if prior approval is granted, but not to any other third parties unless requested in writing.

**Pickup & Delivery** – Advantage will provide free pickup and delivery of paperwork one time per week for clients within a 10 mile radius of our office who average at least \$300 per month with us. Pickups and deliveries for clients who fall below the minimum monthly billing amount will be assessed a \$25 fee per trip.

**Rework** – It is our pledge to provide services of the highest quality that comply with professional standards. If you are not satisfied with your service, kindly advise us within 30 days of the original service and we will make every effort to address and satisfy your concerns at no charge to you. Actual errors by Advantage personnel will be fixed free of charge upon notification at any time.

**Retainer** – A retainer is required prior to commencing Project or Reconstruction services. The retainer will be applied to services actually performed. Additional retainers may be necessary on large projects with any unpaid balance due upon delivery of the project. If there is an unused portion of the retainer, it will be returned to you upon our collection of all outstanding fees and costs related to this engagement.

**Account Manager** – An Account Manager at Advantage will be assigned to your organization. We reserve the right to change the account manager assignment at any time and allow you to request a change to a different account manager if you so desire. Moreover, you agree to not solicit employment of any current or former Advantage personnel during the duration of this engagement and, additionally, for a period of 3 years after termination of this agreement for any reason. If this condition is breached and such solicitation occurs, you agree to pay remedial fees in the amount of 150% of the employee's annualized compensation in addition to all legal costs and attorneys' fees.

**Payroll Processing** – In order to process a payroll on a certain day, we must receive all the employee information by noon that day. There will be a \$25 rush charge added to payrolls when information is sent to us after that time. The bank cutoff time for activating the direct deposit option (aka ACH) is 2:00 p.m. Those clients requesting a same day ACH will be assessed a \$25 surcharge.

**Payroll Agent** – We process payroll as an agent of your company and are not deemed a Service Provider. Tax deposits are made directly from your company checking account to the federal and state governmental agencies. We do not collect nor retain tax monies.