



Dear John:

First of all, once again: CONGRATULATIONS on the arrival of your baby! It is truly the best news in life, and I am saying this as a mother who loves her son dearly.

It was great to talk to you, and I am just providing this as a brief write up of what we discussed.

So here is what I can suggest we start with.

First, let's perform clean up of your books and prepare financial reports for January-September of 2021.

The clean up services for your digital agency and e-commerce business will be rendered for a monthly fee of \$350 per month per company for January-September 2021 which comes to \$6,300 in total based on the number of business accounts and transactions you have had, and I can offer you a 30% courtesy discount for the new total of \$4,410 as well as a split into 3 monthly installments of \$1,470, provided we start working on it no later than October 15, 2021. Timing is very important in accounting, and discounts turn into rush fees if we delay the process.

The ongoing monthly fee for bookkeeping and payroll services starting from October 15, 2021 will be \$600/month per company (\$1,200 in total for both). The total amount to get us started would be \$2,670 (\$1,200 for the first month and \$1,470 as the first of the three installments for the clean up).

The services would begin on October 15, 2021 and will include the following:

1. Record cash receipts/income from your daily cash reports and/or bank deposits for 2021;
2. Record cash disbursements/expenses for 2021;
3. Record any adjusting entries needed in records initially compiled and maintained by you for 2021;
4. Reconcile bank statements for 2021;
5. Prepare full quarterly and end-of-year financial reports for 2021 to be used for filing taxes.
6. Payroll for one person with a possibility to add more staff members later at an additional cost.
7. Financials recommendations on key indicators
8. Free beginning consultation
9. Free Review of your financials monthly
10. Free tax planning consultation (quarterly)

Our engagement is limited to the period and the accounting services indicated above. We will not verify the data you submit for accuracy or completeness. Rather, we will rely on the accuracy and completeness of the documents and information you provide to us. You are responsible for designing and implementing controls to prevent and detect fraud and informing us about all known or suspected fraud impacting the company. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Acknowledged and Accepted:

Submitted By:

John Batty

Lidiya Louk (Numbers for Success LLC)

Date

Date