

# Service Agreement

Date: [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Client or Business Name:**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

This letter will form the terms for an agreement for financial advice and representation services performed [REDACTED]  
[REDACTED]

Services are available on an as-requested basis, with a minimum increment of 15 minutes and all time to be billed to the closest 15 minutes.

Invoices shall be submitted detailing dates and nature of service. Expenses to be reimbursed include travel, lodging and directly-incurred expenses such as courier, copying and shipping charges. Extraordinary expenses shall be discussed in advance.

Payment terms are: Net 15

Accounts not paid in full by the due date shall be assessed a \$10 late fee, and \$10 monthly thereafter until paid in full. Bank and legal fees for collection services shall be charged to this account as allowed by law.

<u>Item</u>	<u>Description</u>	<u>Hourly Rate</u>
QB Consulting	QuickBooks consulting including but not limited to data setup, review, training, problem resolution [REDACTED]	[REDACTED]

This agreement shall remain in effect until services are not requested for a period exceeding 90 consecutive days.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Customer Contact: [REDACTED]

Phone: [REDACTED]

Signature: \_\_\_\_\_

E-mail [REDACTED]