

# Fixed Price Agreement – Platinum Package



Starting at **\$399/Month**

Dear New Client:

In order to document the understanding between us as to the scope of the work that Erik Mosich & Associates, Inc., bookkeepers will perform, we are entering into this Fixed Price Agreement with you. To avoid any misunderstandings, this Agreement defines the services we will perform for you as well as your responsibilities under this Agreement.

## **PROFESSIONAL SERVICES**

Erik Mosich & Associates, Inc. will perform the following services:

- Full Bookkeeping & reconciliation of bank accounts & business credit cards
- Annual Fiscal Review & Monthly Financial Statements
- Liaise with Tax Accountant
- Unlimited Phone Access\*

\*Included in the Unlimited Access are the following services to be provided by Erik Mosich & Associates, Inc:

- 1 scheduled phone meeting/month, to discuss operations, business matters, bookkeeping matters, and any other topic at the discretion of Erik Mosich & Associates, Inc. or its employees and/or agents.
- Unlimited phone support regarding bookkeeping assistance, transaction analysis, etc.

Because our Fixed Price Agreement provides ongoing access to the bookkeeping, and business advice you need on a fixed-price basis, you are not inhibited from seeking timely advice by the fear of a meter running endlessly. Our service is built around one price pricing, as opposed to hourly rates, and offers you access to the accumulated wisdom of the firm through bookkeepers with substantial experience, who can help enhance your company's future and achieve its business objectives.

While the fixed price entitles your company to unlimited consultation with us, if your question or issue requires additional research and analysis beyond the consultation, that work will be subject to an additional price, payment terms, and scope to be agreed upon before the service is to be performed, and a Change Order will be issued to document this understanding.

## **Unanticipated Services**

Furthermore, the parties agree that if an unanticipated need arises (such as, but not limited to, an audit by a taxing agency, a financial statement audit or compilation required as part of a lender financing agreement, or any other exogenous service not anticipated in this agreement by the parties) that Erik Mosich & Associates, Inc. hereby agrees to perform this additional work at a mutually agreed upon price. This service will be invoiced separately to you utilizing a Change Order.

## **Service Guarantee**

Our work is guaranteed to the complete delight of the customer. If you are not completely satisfied with the services performed by Erik Mosich & Associates, Inc. we will, at your option, either refund the price, or accept a portion of said price that reflects your level of value received. Upon final payment of your invoice, we will judge you have been satisfied.

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## Price Guarantee

Furthermore, if you ever receive an invoice without first authorizing the service, payment terms, and price, you are not obligated to pay for that service.

To assure that our arrangement remains responsive to your needs, as well as fair to both parties, we will communicate throughout the year and, if necessary, revise or adjust the scope of the services to be provided and the prices to be charged in light of mutual experience.

Furthermore, it is understood that either party may terminate this Agreement at any time, for any reason, within 10 days of written notice to the other party. It is understood that any unpaid services that are outstanding at the date of termination are to be paid in full within 10 days from the date of termination.

If you agree that the above adequately sets forth that your understanding of our mutual responsibilities, please authorize this Agreement and email it to [NewClient@EMAbooks.com](mailto:NewClient@EMAbooks.com)

We would like to take this opportunity to express our appreciation for the opportunity to serve you.

Very Sincerely,

*Erik Mosich*

Agreed to and accepted:

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

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_