



BEQUETTE & KIMMEL

Accountancy Corporation

JAMES F. BEQUETTE, C.P.A.,
FOUNDER, RETIRED
JOHN A. KIMMEL, C.P.A.

307 WEST MAIN STREET
QUINCY, CALIFORNIA 95971

7597 HIGHWAY 89 #6
GRAEAGLE, CA 96103

(530) 283-0680
FAX: (530) 283-0684
bkcpas@psln.com

(530) 836-0193

The following is a partial list of services available from Bequette and Kimmel, Accountancy Corporation. We hope to better meet your expectations of service from our firm by clearly identifying the particular services to be provided and their frequency.

None of the services can be relied on to detect fraud or defalcations that may exist.

We have marked the frequency of the services which we expect to provide. Please review the information below and make any changes necessary.

FREQUENCY OF SERVICE

	<u>MONTHLY</u>	<u>QUARTERLY</u>	<u>ANNUALLY</u>
<u>BOOKKEEPING SERVICES</u>			
Enter Receipts/Disbursements	_____	_____	_____
_____	_____	_____	_____
Reconcile bank statements	_____	_____	_____
Post earnings records	_____	_____	_____
Prepare payroll tax returns	_____	_____	_____
Prepare W-2's	_____	_____	_____
Prepare 1099's	_____	_____	_____
Other services (specify)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<u>FINANCIAL STATEMENTS</u>			
Compiled Financial Statements	✓	_____	_____
Balance Sheet	✓	_____	_____
Statement of Income	✓	_____	_____
Statement of summary cash flow	✓	_____	_____
Notes to the financial statements	_____	_____	_____
Supplementary Information	_____	_____	_____
Financial Statement ratios	_____	_____	_____

TAX SERVICES

Federal income tax return	_____	_____	_____
California income tax return	_____	_____	_____
Retirement Planning	_____	_____	_____
Other state returns	_____	_____	_____
Tax planning or consultations	_____	_____	_____
California sales tax report	_____	_____	_____
Other tax services (specify)	_____	_____	_____

OTHER SERVICES (SPECIFY)

Management consultations	_____	_____	_____
Quickbooks training	_____	_____	_____
Set up or revise accounting system	_____	_____	_____
Accounting assistance	_____ ✓ _____	_____	_____
Personal financial statements	_____	_____	_____
For owners and employees	_____	_____	_____

Our fees for the above services will be based on the time expended at our standard rates and will be billed to you monthly, payable on receipt. We reserve the right to discontinue further services if invoices remain unpaid over ninety days.

Please indicate your acceptance of the above understanding by signing below. A copy will be mailed to you after receipt of the signed original. If your needs change during the year, the nature of our services can be adjusted appropriately. Likewise, if you have special projects with which we can assist, please let us know.

Sincerely yours,

Bequette and Kimmel
Accountancy Corporation

Accepted by: _____

Date: _____