



Terry Bradfield

*Enrolled to Practice  
before the IRS since  
1987*



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## Monthly Bookkeeping Agreement

A Basic Fee of \$49.95 per month covers the following services:

### Services Provided

- ü Income Statement
- ü Balance Sheet
- ü General Ledger
- ü Sales Tax Reports
- ü Business Consulting

### Limitations

Up to 45 transaction entries per month

### Additional Charges

Each additional transaction entry over 45	\$ 1.00
Each Annual Form 1096 (if required)	\$10.00
Each Annual Form 1099 (if required)	\$ 5.00

## Payroll Reporting

An additional \$20.00 per month fee will be charged if you need payroll reporting.

### Services Provided

- ü Monthly Payroll Tax Deposits
- ü Tax Correspondence
- ü Quarterly Payroll Form 941
- ü Oklahoma Unemployment Tax
- ü Oklahoma Withholding Taxes

### Limitations

Up to 2 employees

### Additional Charges

Each additional employee over 2	\$ 6.00
Annual Form 940	\$25.00
Annual Form W-3	\$10.00
Each Employee W-2	\$ 5.00

Annual Income Tax Returns are also additional.

I agree to let Terry Bradfield do my bookkeeping and charge me according to the prices stated above. I understand that either party may cancel this agree at an time with 24 hours notice.

I also understand that this service does not constitute an audit of my financial records and will not refer to it as such. Terry Bradfield will not attempt to verify the data you submit for accuracy or completeness. Rather, he will rely on the accuracy and completeness of the documents and information you provide. Accordingly, my

engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist. However, it may be necessary to ask you for clarification of some of the information you provide, and I will inform you of any material errors, fraud or other illegal acts that come to our attention, unless they are clearly inconsequential. In addition, I have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal controls as part of this engagement, and our engagement cannot, therefore be relied upon to make disclosure of such matters.

Client  
Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Fed. ID# \_\_\_\_\_ Sales Tax# \_\_\_\_\_

OESC Acc. No. \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_