



<Date>

Name
Address

Thank you very much for reviewing this proposal for a Fixed-Price Agreement. To avoid any misunderstandings, this agreement defines the services we propose to perform for you under this agreement.

Fixed-Price Agreement ("FPA") Today through December 2021

Fox & Company CPAs, Inc. proposes to provide the following services for <Name> (hereinafter 'Client') for the above timeframe. To best meet the service needs and price considerations of Client, we offer the following proposal:

- Preparation of your XXXX personal income tax returns for federal, state, and local if applicable. This also includes:
 - ✓ Income tax planning and monitoring including meetings as needed
 - ✓ Any amended returns required for periods and all state and federal agencies covered by FPA
 - ✓ Response to all income tax notices and correspondence with all state and federal agencies for periods covered by FPA

Annual Fixed-Price Agreement: \$ XXXX

Unanticipated Services

While your FPA entitles you to all the services described above, if you have an issue that requires work that is not covered in your FPA, we will let you know before proceeding. If a Change Order is necessary, we will mutually agree to any changes in your services.

Service and Price Guarantee

Our work is guaranteed to the complete satisfaction of Client. If you are not completely pleased with the services performed by Fox & Company CPAs, Inc., we will, at your option, either refund the price or accept a portion of the price that reflects your level of satisfaction. Upon final payment of the terms in your FPA, we will assume you have been satisfied.

Should you not believe that at least full value has been received for price paid under this Agreement, you have the option (within 10 days of the end of the FPA period) to call a meeting to discuss value received under this contract. At that point, our firm guarantees a refund of the amount of value that you believe you have not received.

Termination

We understand that either party may terminate this FPA at any time, for any reason, with 10 days' written notice to the other party. We also agree that any outstanding invoices for unpaid services will be paid in full within 10 days from the termination date.

If you agree that the above adequately sets forth your understanding of our mutual responsibilities, please authorize this Agreement and return it to our office.

We want to take this opportunity to say "THANK YOU" for giving us the opportunity to serve you.

Very Truly Yours,



Laura Clifford, CPA, President
Fox & Company CPAs, Inc.

Agreed to and accepted

Signature: _____

Date: _____

The terms of this proposal expire two weeks from the date of offering.

Payment Terms for FPA:

Mid-year services:

100% due upon signing of FPA

Full-year services:

50% due by January 31, 2021

50% due upon receipt of tax return or July 31, 2021.

All credit card transactions will include a 3% convenience fee.