the Basballe Group
Financial Planning with an Educational Approach

a wealth management practice of FOCUS FINANCIAL®

Laura Basballe Financial Advisor
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Date: ___________________

Dear ___________________

This letter is to set forth the terms and objectives of our proposed engagement and the nature of limitations of the services we will provide to you for the period beginning on ____ unless mutually extinguished sooner.

WORK TO BE DONE

A. Scope Limitations. Our engagement cannot be relied upon to disclose errors, irregularities, or illegal acts, including fraud or defalcations, which may exist. We may inform you of any such matters that come to our attention. The client agrees to furnish all information that is necessary for the performance of the engagement and is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records. The client is also responsible for maintaining sufficient documentation to substantiate all items of income and deduction claimed, including travel and entertainment expenses. It is recommended that the client provide photocopies of all tax documents to prevent any loss of data.

B. Agreed Upon Services. Services will be performed according to the following levels of service. Please select which level (or levels, if applicable) you desire by initialing on the lines below. Failure to select a level of service will result in the default service of tax preparation, only, with all additional consultations being billed at standard rates.

_____**Tax Preparation:** Tax returns are billed at $250 per return, which includes 1 hour for collecting materials, preparation of tax return, and up to 1 hour of bookkeeping for the preparation of the tax return and consultation time. Additional bookkeeping and consultation will be billed at the standard hourly rates of $65/hour.

_____**Tax Planning:** Services to estimate your future federal and state income tax liability including testing various planning proposals that may be considered to determine their net impact on tax liability. Additionally, services to identity the limitations posed by the interplay of different tax sections of tax law.

_____**Bookkeeping:** Routine services performed as requested (i.e. QuickBooks data entry, sales tax returns and consultations) are billed at the annual rate of $500/entity.

_____**Consultation**: Consultation services are available at the request of the client on specific issues, such as corporate formations, QuickBooks review, cost-savings analysis and tax planning. Services will be billed at the standard hourly rate of $65/hour.

_____**Full-Charge Accountant:** At the client's request, a annual fixed fee charge of $___________ can be set in lieu of hourly charges. The full-charge service includes as agreed upon mix of tax preparation, bookkeeping and consultations, specifically non-profit assistance. Once set, the fixed fee will be reassessed as needed, but no less than annually.

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C. Client Responsibilities

You are responsible for, and shall make, all decisions in connection with the services provided under this agreement. This responsibility includes making the final decision regarding implementation of a tax planning strategy and/or recommendation.

In addition, you are responsible for providing us with access to all information of which you are aware that is relevant to the selected processes, such as records, documentation, and other matters, as well as additional information we may request for this engagement. You understand and acknowledge that you are responsible for the accuracy and completeness of the records, documents, explanations, and other information provided to us, including your significant judgments and assumptions impacting the associated tax year.

By your signature below, you acknowledge that you recognize the inherent limitations of this engagement, that there may be subsequent developments changing the facts you have provided to us, and that there may be differences in the final tax reform regulations once they are issued which may be material.

D. Other Matters

Government Inquiries

This engagement does not include responding to inquiries by any governmental agency or tax authority. If your tax return is selected for examination or audit, you may request our assistance in responding to such an inquiry. If you ask us to represent you, we will confirm this representation in a separate engagement letter.

Third-Party Verification Requests

We will not respond to any request from banks, mortgage brokers or others for verification of any information reported on these tax returns.

E. Separation of Services

If you engage the Basballe Group Inc. in tax and accounting services, please be aware, there is no affiliation between financial planning and investment activities provided by Focus Financial via The Basballe Group.

Please keep this letter for your records. Please contact us if you have any questions or concerns. We look forward to working with you.

Respectfully,

Laura Basballe and Amy Moser

Client Name(s):____ Date____

Client Signature:____ Spouse Signature____