



Engagement Letter for General Consultation Services

Dear Client:

This letter confirms the terms of the consultation engagement with Fox Valley Tax Solutions and clarifies the nature and extent of the professional services that we will provide.

Consultative Services: You have requested our assistance to provide you ad-hoc tax advisory services as requested by you from time to time. Our services may include telephone conversations, attendance at meetings and written advice as and when requested by you. We will be available to answer tax questions you may have throughout the year.

Consulting/General Accounting & Tax Planning Fees and Payment: The standard fee for ad-hoc tax advisory consulting or other accounting work not related to an audit is \$200 per hour, tracked in tenths of an hour increments or fractions, thereof (6 or less minutes). You may purchase consulting services in blocks of five hours for \$800 on retainer which saves you \$200 (a discount of 20%) or pay by the hour at \$200 per hour. If you elect to pay up front for a block of time, these monies will be held in a trust account and applied to charges for services as they are performed. You will be provided with a statement of fees, costs and expenses within thirty days (30 days) after the close of any quarter in which they occur. You are responsible for paying any fees, costs and expenses in excess of the funds we hold. When charges exceed the retainer, we will bill you for the additional amounts. Payment must be made within 30 days. We reserve the right to terminate services and withhold any work product until these bills are paid. Further, we may ask that additional sums be deposited in the trust account should it appear necessary to cover additional fees and expenses. Any unused balance in the trust account at the time we complete your next tax return will be applied automatically towards payment. This feature allows clients who desire to take advantage of consultative services at the discounted rate to do so and know that any unused balance will not be carried beyond the next tax return preparation cycle.

Incidental Correspondence: Throughout the year we may correspond with clients on matters that we believe to be of interest to them based on our knowledge of their specific tax situation. There is no charge for correspondence we initiate. We encourage clients to ask general tax questions that do not require separate research, usually involve 5 minutes or less to answer, and the answers to which are not time sensitive (do not require a response within the next three business days). Generally, there is no charge for these calls unless they require additional research, contact with a third parties or are related to upcoming meetings or writing up analysis, findings or recommendations which will be billed as described above.

Incidental Travel and Local Transportation: When local travel is required such as to meet you at a location other than our regular business office located at 1434 East Main Street, St. Charles, IL 60174, you will be billed for travel at \$.56 (56 cents) per mile traveled and \$50 per hour spent in route unless this charge is waived or modified by mutual agreement.

Changes in the Law: We do not accept responsibility if you act on advice given by us on an earlier occasion without first confirming with us that the advice is still valid in the light of any changes in the law or your

