Accounting and Other Monthly Services

The following described services to be performed by Behling Small Business Services will constitute the contract between _____ and Behling Small Business Services.

1) **Write up work to include monthly bank reconciliation, bookkeeping services including preparation of a monthly profit and loss statement and quarterly unaudited financial statement.**

   Fee for service $_____

2) **Preparation of 941 quarterly federal payroll reports and state unemployment reports to include year-end W-2 preparation and 940 federal unemployment tax return.**

   Fee for service $_____

3) **1099 preparation**

   Fee for service $_____

4) **Any other service so contracted:**

   Fee for service $_____

The terms of this contract are for the calendar year of _____or for months or quarters as entered below:

This agreement may be terminated at any time with 30 days written notice provided by either party. All amounts due will be payable at that time. Any unused retainer will be returned to the client within 10 days of the engagement withdrawal.

All payments for services are to be in advance of work performed and are due and payable on the first day of each month.

Agreed to this date:

_____ _____

Client/Principal Date Holly Jo Behling, Owner Date