



**Jeanine J. Mays**

— Certified Public Accountant —

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Dear Client:

The purpose of this letter is to confirm my agreement with you relative to tax services I will perform.

I will prepare your federal and requested state income tax returns from information that you will furnish me. You represent that the information you are supplying is accurate and complete to the best of your knowledge and that your expenses for business, meals, entertainment, travel, charitable contributions, dues and memberships, and vehicle use are supported by records as required by law. I will not verify the information you provide. However, I may ask you to clarify some of the information.

My fee for this service will be computed at my standard rates and will be due and payable upon completion of your returns. Any amounts outstanding will be charged a late fee at .84% per month (10% per annum.)

Your returns may be selected for review by the taxing authorities. Any proposed adjustment by the examining agent is subject to certain rights of appeal. In the event of such government tax examination, I will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

I am pleased to have this opportunity to serve you. If the above fairly sets forth your understanding, please sign this letter and return it to my office.

Sincerely yours,

Jeanine J Mays, CPA

I agree to the services and terms as set out above

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_