



Virtual solutions to maximize your business

Engagement Letter for Quickbooks Support

Dear Members of the Board and Interim Fire Chief for Bowie Fire Department,

This letter sets forth the objectives and terms of our proposed engagement and the nature of the services **A to Z Business Solutions** will provide to you and/or your company (the "Client").

WORK TO BE DONE for bookkeeping support

The following to be done at \$65 per hour to be billed at the end of each task or at the most monthly:

- Cleanup of books and payroll cleanup and support
- All QB training, guidance and ongoing support
- Review of internal work to complete bookkeeping cleanup for last 2 years
- Quarterly review of current and future years books to ensure accuracy
- Any other oversight, review, support or consulting
- Unlimited phone, email and text support - text to 206-376-3114

Scope/Limitations.

A. **A to Z Business Solutions** does not provide forensic auditing. Accordingly, our engagement for accounting services will not, and cannot, be relied upon to disclose financial errors, irregularities or illegal acts such as fraud or misappropriation which may exist or take place during the term of our engagement. Incomplete or inaccurate information provided to **A to Z Business Solutions** will affect the ability of **A to Z Business Solutions** to perform the services for which it is being retained. Should such matters come to our attention during the provision of services same shall be disclosed to the Client forthwith.

Agreed Upon Services.

B. Please view the services listed above for accuracy. Any changes must be mutually agreed upon and confirmed in writing.

FEE SCHEDULE

The following is our fee schedule:

PO Box 505, Pearce, AZ 85625

520-255-1820

wehelp@atozbusinessolutions.com

C. Professional Fees.

The fees for this service will be as follows:

1. **Billing monthly for services rendered at \$65 per hour. Payment due by 15th of the following month**

CI. Terms of Payment.

All billings are 'Due by 15th of the following month'. *Any payment that does not process successfully will result in a \$35 fee and a suspension in work until payment in good standing is made.* All amounts unpaid after 30 days are subject to interest at 10% per month (120% per annum), calculated from the invoice date, on the total outstanding amount.

TERMINATION

Either party may terminate this relationship upon thirty (30) days written notice to the other, including email notification, provided that such notice has been received. In the event that the Client provides less than thirty (30) days notice, the average of one month's billing plus will be payable in lieu of notice. The average one month's billing will be calculated from the prior twelve (12) months when services were provided.

During the 30 day termination period projects in process shall be completed if possible, and no other work shall be undertaken unless the parties agree in writing to specific terms for the additional work.

LIMIT OF LIABILITY

A. The Client hereby agrees that any liability of **A to Z Business Solutions** or Autumn Fancher under this agreement, regardless of form of action, shall be limited to the most recent amount billed for services agreed to hereunder as its exclusive remedy. Client agrees that it shall not make any claim against **A to Z Business Solutions** or Autumn Fancher beyond such amount of account, and **A to Z Business Solutions** and Autumn Fancher may rely on this paragraph as a complete bar to any such claim.

B. More specifically the Client agrees that **A to Z Business Solutions** and Autumn Fancher are not and shall not be deemed to be liable for any losses resulting from advice provided by them or either of them, or from work done by them, or for loss of profits of the Client or of any other party which may flow there from, whether it be direct or incidental, whether or not they have been advised of the possibility of such damages, and the Client acknowledges and agrees to same hereto.

C. Neither party may bring any action arising out of the services under this agreement, regardless of form, more than one year after the date of the last services provided under this agreement.

INDEMNIFICATION & NON-DISCLOSURE

The Client agrees to release, indemnify and hold **A to Z Business Solutions** and Autumn Fancher, (their partners, executors, heirs, successors and assigns harmless from any and all liability and costs resulting from any known misrepresentations or fraud participated in by management or any of them, or such errors resulting from incomplete or inaccurate information provided by management, and such indemnity shall not

be limited to the term of this contract but shall be ongoing even after its termination.

The Client also acknowledges that **A to Z Business Solutions** and Autumn Fancher in the course of their work may view or otherwise come into contact with information the Client considers confidential. In such a case, **A to Z Business Solutions** and Autumn Fancher undertake precautions to keep such information confidential subject to governing law, jurisprudence and/or order of a court of competent jurisdiction and the Client agrees that no action can be taken against **A to Z Business Solutions** or Autumn Fancher as a result of their view or contact with the confidential information unless **A to Z Business Solutions** or Autumn Fancher fail to honor their undertaking as defined in this paragraph.

APPLICABLE LAW

This engagement letter shall be governed as to validity, interpretation, construction, effect and in all other respects by the laws and decisions of the State of Washington or Arizona. In the event of commencement of any legal action regarding any term or condition of this engagement such action by agreement is to be subject to the jurisdiction of the courts of the State of Washington or Arizona or its political subdivisions.

COMPLETE AGREEMENT

This letter and the Business Services List comprise the complete agreement between the parties, superseding all proposals oral or written and all other communications between the parties. If any provision of this letter is determined to be unenforceable, all other provisions shall remain in force.

If you have any questions or concerns regarding this engagement letter or desired services please contact us at the below address.

Sincerely,

Autumn Fancher

Oct 3, 2025

Autumn Fancher - Owner

Date

Client Signature

Date

Client Signature

Date