



Financial & Tax Service
BOOKKEEPING * PAYROLL
BUSINESS COUNSELING
DIRECT DEPOSIT * PAYROLL * TAX FILING * TAX PLANNING * ELECTRONIC FILING

DES-DAWN CORPORATION

DOWNEY BUSINESS SERVICE

Des-Dawn Business service

5800A Hannum Av. Suite 200
 Culver City, Ca 90230
 Phone 310-348-0000 Fax 310-348-8777

Downey Business Service

10844 Paramount Blvd
 Downey, Ca 90241
 Phone 562-861-7224 Fax 562-869-4905

Client Service Agreement

Name: _____ Sole Owner Partnership Regular Corp. S. Corp

DBA: _____ Number of Employees _____ Pay period _____

Address: _____ Sub contractors _____ Bank Accounts _____

City _____ State _____ Zip _____ All Income Deposited Yes No

Telephone _____ Contact _____ Accrual Yes No

12 Months Avg. Checks _____ Last Bank Rec _____

Started Business _____ Tax Year _____

Type of Business _____

DES-DAWN/DOWNEY BUSINESS WILL DO THE FOLLOWING

- | | | |
|--|--|---|
| PAYROLL CHECKING | MONTHLY FINANCIAL STATEMENT AND TAX PREPARATION | YEAR END TAX PR. |
| <input type="checkbox"/> Payroll Checks | <input type="checkbox"/> Bank Reconciliation | <input type="checkbox"/> Payroll Register |
| <input type="checkbox"/> Payroll Ledgers | <input type="checkbox"/> Detail General Ledger | <input type="checkbox"/> Federal Tax Deposits |
| <input type="checkbox"/> Department Detail | <input type="checkbox"/> Check Register | <input type="checkbox"/> Federal Form 941 |
| <input type="checkbox"/> Check register | <input type="checkbox"/> Operating Statement | <input type="checkbox"/> State Withholding |
| <input type="checkbox"/> Federal Tax Deposit | <input type="checkbox"/> Balance Sheet | <input type="checkbox"/> CA DE6 |
| <input type="checkbox"/> Workman's Comp | <input type="checkbox"/> Workman's Comp. | <input type="checkbox"/> State Unemployment |
| <input type="checkbox"/> Input Sheets | <input type="checkbox"/> Postage Paid Reporting | <input type="checkbox"/> City Earning Tax |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> Sales Tax |
| | | <input type="checkbox"/> Year End Closing |
| | | <input type="checkbox"/> Business Income Tax Returns |
| | | <input type="checkbox"/> Personal Income Tax Returns |
| | | <input type="checkbox"/> Franchise Tax, Annual Reg. |
| | | <input type="checkbox"/> Personal Property Tax |
| | | <input type="checkbox"/> Payroll Reports(w-2's, 10999's |
| | | <input type="checkbox"/> Liquidation |

Base from Payroll Fee Worksheet _____ Base from Weekly Fee Worksheet _____ Year End: **TBD**

ADDITIONS & REDUCTIONS

Monthly Service to begin _____ Payroll service to Begin _____

1. Total Weekly Investment _____ 3. Total payroll Investment _____

2. One Time set-up Investment _____ 4. One Time payroll set-up Investment _____

(Total 1 + 2) _____

Amount from #4) _____

(Total 1 + 2 + 4) _____ (Payable With Order)

Backwork Investment _____ (Payable With Order or negotiated payments @ _____ per week

Total Amount Received _____

ACH FORM SIGNED: _____

The Services detailed above are to be performed on a month-to-month basis and the monthly fees shall be due and payable weekly by auto-draft, commencing on the first Monday of the month and each Monday thereafter in which the services are scheduled to be performed. When extra charges are incurred for back-work, tax work, etc., these charges will be billed as arrears amounts usually equal to a 5 week month unless other wise stipulated. Our firm reserves time each month to provide the work effort required to perform the services detailed above. Should the client fail to provide the data for performance of these services, the weekly fees are still due & payable and will be drafted. Should the client terminate without submittal of data to perform the scheduled services, there will be no refunds due or forthcoming. In the event, collection proceedings are instituted to enforce payment; the client will be charged reasonable collection costs, including attorney fees. Confidentiality of client's records will be maintained. Either party may terminate upon 30 days writing notice.

Dated this: _____ Day _____ Year _____

By _____
 DES-DAWN CORPORATION/DOWNEY BUSINESS Client Signature Title