



Engagement Letter and Billing Authorization

Contact name _____

Company _____

Address _____

City, State, Zip _____

Business Phone _____

Mobile Phone _____

Email _____

Thank you for your interest. I am a local CPA specializing in service to small businesses and individuals. I prepare tax returns, consult on business and tax accounting, and report on financial statements and business value.

Flat fee prices:

Individual tax returns, with no business or rental activity	\$ 600
Individual tax returns with business (including single-member LLC) and/or rental	\$1,050
Business tax returns (S-corp, C-corp, Partnership, multi-member LLC, Nonprofit)	\$1,350
Financial statements (audit/review/compilation), and business valuations	As quoted

Telephone/web-conference/other hourly price; ¼ hour increments:

Consulting provided by Bryce Forney	\$280/Hour
-------------------------------------	------------

In-person appointment price; two-hour minimum:

Consulting provided by Bryce Forney	\$280/Hour
-------------------------------------	------------

I invoice at time of service, payment through automated credit card or ACH bank debit authorization (Page 2). My prices change annually and current prices are always published at <http://www.forneycpa.com/pricesbryce.html>.

I require a signed engagement letter and completed billing authorization prior to providing service. Please complete contact and billing information and return by email, upload, or fax. I look forward to working with you!

I accept the terms of this engagement: _____

Privacy policy at <http://forneycpa.com/privacypolicy.html>

Billing Authorization

I authorize Forney Accountancy to charge the card below or debit the bank account below for the amount applicable to professional services rendered, consistent with engagement letter or other agreed terms. I authorize charge at time of service or product order. This authorization remains in effect unless cancelled in writing.

Choose credit card or bank debit payment type:

Credit Card

Credit card type: Visa MasterCard American Express Discover

Name as it appears on card _____
Credit card number _____
Card security code _____
Card expiration date _____
Card billing street address _____
Card billing city, state, zip _____
Signature/printed name _____
Date signed/effective _____

ACH Bank Debit

Account type: Business Personal

Name on account _____
Bank routing number _____
Bank account number _____
Phone number on file with bank _____
Signature/printed name _____
Date signed/effective _____