



Company:

This letter is to describe the terms and conditions under which our firm, Alexander Financial, is offering to represent you, in connection, with the following:

- **Monthly processing of payroll services**

This letter not only establishes the terms of our agreement with you, but it will also help to prevent any misunderstandings. When you sign and return a copy of this letter, you are agreeing to the terms and conditions of representation that are described in this letter.

This agreement is to include –

Either party is free to terminate this agreement at any time. In the event this agreement is terminated by either party, you will be responsible for all fees and expenses incurred through the date of termination. We will work with you to facilitate an orderly transition of your file. Any termination on our part will be consistent with the applicable Code of Professional Conduct.

**You will be billed at the monthly rate of \_\_\_\_\_ for all services rendered under this agreement.**

**SIGNED AND ACCEPTED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_

**SIGNED AND ACCEPTED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Jake Alexander, EA: \_\_\_\_\_