

Denver Tax Office, LLC

3401 Quebec Street Suite 10000 Denver, Colorado 80207 (303)-388-1859

fax 303-377-3546 www.denvertaxoffice.com denvertaxgirl@gmail.com

Re: Bookkeeping Fee Agreement:

FOR VALUE RECEIVED, (CLIENT) _____ agrees to pay **Denver Tax Office, LLC** (CONSULTANT) Fifty dollars (\$50.00) per hour for bookkeeping. Fee payable upon completion of work unless client is dealing with *IRS enforced collections (levy on wages, bank accounts, etc)*. Then, minimum three (3) hours per tax year will be paid up front.

Consultant(s) will perform for the Client the following services:

Bookkeeping as follows: years _____

Consultant(s) will perform the services described above with due diligence.

Client acknowledges, understands, and agrees that Consultant's ability to perform under this Agreement is contingent upon Client's timely disclosure of information upon Consultant's request for same.

Client acknowledges, understands and agrees to keep Consultant(s) advised of any change in financial circumstances, change of employment, change of address, change of phone number and any other information necessary to Consultant's ability to perform service under the Agreement.

Amount due: \$ _____

BY: (Client) _____ DATE: _____