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 301/608-0847 • 301/273-2087 Tax Fax

*Specializing in Taxes and Tax Planning*

# Tax Management Fee Schedule

<u>TAX SERVICES RENDERED</u>	<u>MINIMUM FEES REQUESTED</u>
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<input type="checkbox"/> <b><u>Tax Management and Tax Planning Services</u></b>	
<input type="checkbox"/> Consulting, Advice, Research, Projections	\$2,500.00
<input type="checkbox"/> <b><u>Tax Preparation Services</u></b>	
<input type="checkbox"/> Corporate, Partnership and LLC Returns	\$2,000.00
<input type="checkbox"/> Not-for-Profit, Estate and Fiduciary Returns	\$1,500.00
<input type="checkbox"/> Individual and Sole Proprietorship Returns	<b>Fee Schedule</b>

We initiate contracts for all engagements detailing services, estimated fees and retainer arrangements.

We provide consulting services at the following prevailing hourly rates based on the amount of time expended on providing the services:

\$250.00 for Principal,  
 \$125.00 for staff accountants, and  
 \$80.00 for bookkeepers

Where possible we provide estimates of the fees based on our experience in the time expended on similar engagements with entities of comparable size and operations.

Our proposals do not apply to any services outside of the scope of those identified. If you desire that we perform additional tax consulting services, we will provide estimates of fees involved, where possible.

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Our billings are due and payable on receipt, and prompt remittances are appreciated. We bill for work-in-process on not less than a monthly basis. It is understood that our engagements are service agreements which can be terminated by either party giving 30 days advance notice.

We request a retainer to begin each engagement, the retainer amount generally represents one-third of the estimated fees. To begin an engagement, we require the retainer amount along with the properly executed engagement contract.

Thank you for your interest in our Firm.

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Donald Carroll Moragne  
Managing Principal