



## SERVICE PROPOSAL / AGREEMENT

Dear \_\_\_\_\_,

As we discussed, I will begin work on \_\_\_\_\_.

You have selected the following services (detailed description attached)

### Bookkeeping Services:

- Level 1 (DIY)
- Level 2 (Assisted)
- Level 3 (Full Service)

### Payroll Services:

- Level 1 (DIY)
- Level 2 (Assisted)
- Level 3 (Full Service)

The rate will be \$ \_\_\_\_\_/ hour payable at completion of the work. Payments received more than 15 days beyond completion date will be assessed a 1.5% late fee per month.

If you would like me to perform additional services, I am pleased to do so but they are not included in this agreement.

By signing below, I agree to accept the services described at the stated fees.

\_\_\_\_\_

(Client Signature)

\_\_\_\_\_

(Client -Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Debbie Giroux

ETJ Accounting & Payrolls Services, LLC

Jacksonville, Florida

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