Howard I. Bleiwas and Associates, CPA, PLLC

HIB AND ASSOCIATES

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CORPORATE SERVICES

1. After discussion(s) and a complete understanding of your accounting structure/needs, we prepare an engagement letter outlining all services required for the business.

2. We provide a set monthly fee for the services provided. The fee covers all services and no additional fees should be assessed.

3. Our services include but are not limited to:
   - Monthly accounting and financial statements (compilations/reviews)
   - Payroll preparation or assist payroll service
   - Federal and state(s) tax preparation
   - Tax planning throughout the year
   - Meetings as needed
   - Workers compensation audits
   - Personal property tax preparation
   - Assist with obtaining and negotiating bank loans and/or lines of credit
   - Dealing with other third parties on behalf of the client

4. We provide a "team" assigned to each corporate client. The team is made up of:
   - Administrator, who will assist with day to day needs
   - Accountant who is specifically assigned to your account
   - Our Tax Manager who prepares all tax calculations and returns
   - Howard I. Bleiwas, CPA, CVA who reviews the accounts monthly and signs all documents

5. We prefer to prepare your books and financial statements monthly for the following reasons:
   - Allows for more accurate books
   - If there are any problems/questions with the books, it is easier to track down the issue in question
   - Allows us to be in communication with you and provide more ideas and suggestions
   - Allows for better tax planning both corporate and personal because we have the books current and up to date.
   - In January we can complete the December books and prepare your corporate tax return on time.
   - Third parties (such as banks) truly appreciate interim financial statements
   - We strive to assist you with achieving your goals and help grow your business.

6. All corporate clients have my home and cell numbers. We provide flexible scheduling (including after 5 PM) appointments to allow for privacy and time to discuss business issues.

7. Look at the clients entire personal/business needs including financial, retirement, college, trusts, tax and other related planning.