



# Sample

## **FIXED PRICE AGREEMENT**

To document the understanding between Outridge & Associates and ABC Company as to the professional services to be rendered, we are entering into this Fixed Price Agreement with ABC Company. To avoid any misunderstanding, this agreement defines the services we will perform for ABC as well as ABC's responsibilities under this agreement

PROFESSIONAL SERVICES will be provided to ABC at a fee of \$500 per month. The services specifically include:

### **Monthly Transaction Recording**

We will prepare monthly Balance Sheets and Income Statements from the source documents that you provide to us monthly. We will also reconcile your business bank accounts to ensure that all financial transactions have been recorded.

### **Payroll**

We will look after all payroll transactions on a weekly, bi-weekly or monthly basis as required.

### **Monthly Financial Statement Review**

We will review your Financial Statements and variations against the budget. We will then recast your financial projections when necessary to allow you to have a road map to follow.

### **Filing of Government Returns**

We will file your Tax and Information Returns for all levels of government as well as any other statutory filings for which you are responsible.

### **Unlimited Access to Advice on Ad hoc Matters**

The fixed price quoted above includes all outlined services. If any accounting or other business management issues arise through out the year, ABC Company can call us without further charge to discuss the issue. If further work is required, Outridge & Associates will provide a separate Fixed Price Agreement for that services before the services is provided, so that ABC can be confident that it needs are being met effectively and without financial surprises.

### **Payment Policies**

Monthly payment for ongoing services is due on the 10th of each month. Payments not honoured by the bank will incur an administration fee of \$35 and will become due and payable immediately.

**This agreement may be combined with the service guarantee for clients**