

A & R Accounting & Tax Service  
Engagement Letter

This letter confirms the arrangements for our services concerning the preparation of your Business & or personal tax return(s). We offer E filing @ no extra fee if prepared by us.

A & R will prepare your federal and State (U.S.) tax return(s) from the information you furnish us.

We will not audit or otherwise verify the data you submit, although we may ask you to clarify some information.

All of the information you submit to us will, to the best of your knowledge, be factual and correct.

Please remember you have final responsibility for your tax return(s) and should therefore review them carefully.

Fees for the preparation of your income tax return(s) are based by form, each form used generates a fee. (See chart posted for approximate cost).

**Please note that all fees are due at the time your taxes are complete. We accept MasterCard & Visa & Cash, after good credit is established we will accept Checks with proper ID.**

Please note that the fee charged to prepare your taxes does not include audits, phone consulting, in-person consulting or any other services that may come up during the year.

I hereby acknowledge and agree to all statements above.

My signature confirms my agreement to all the terms and conditions stated above

Sign: \_\_\_\_\_ Date \_\_\_\_\_

Sign: \_\_\_\_\_ Date \_\_\_\_\_