



## *The Best Assistant Ever, LLC*

### Statement of Work Addendum A

- I. This Statement of Work (SOW) is governed by the terms of the Professional Services Agreement.
- II. Project:  
***Clean up QuickBooks Online/Reconciling 2019 - Rate#1***  
***Financial Management Consulting - Rate#2***
- III. **ROLE:** Best Assistant Ever's role in fulfilling this SOW is:
- QuickBooks Clean Up/Monthly Reconciliation (estimated 8 hours max at discount):**
- ***Categorize all banking and credit card transactions in QuickBooks***
  - ***Reconcile all monthly credit card and loan statements through May 2020***
  - ***Reconcile all monthly bank statements through May 2020***
  - ***Reconcile all payroll within QuickBooks online***
  - ***Clean up chart of accounts***
- Financial Management Consulting (estimated 4 hours per quarter average):**
- ***Weekly categorizations of QuickBooks transactions***
  - ***Monthly bank statement reconciling***
  - ***Business Expense Reporting***
  - ***Schedule half hour meeting as required by customer to discuss any issues and go over previous month's transactions***
- IV. **COMPENSATION:** Consultant shall be compensated for work done on this engagement at:
- Rate #1: \$40.00 \_\_\_\_\_ per hour. Billed upon completion
  - Rate #2: \$50.00 \_\_\_\_\_ per hour. Billed Quarterly
- V. **TERMS (Rate#1):**
- Begin Date: 6/24/20
  - End Date or open: open
  - Total term: ends on completion of project
- TERMS (Rate#2):**
- Begin Date: 6/24/20
  - End Date or open: open
  - Total term: 1 year



## *The Best Assistant Ever, LLC*

**VI. MODIFICATION:** For any modifications to the terms of this SOW to be valid, they must be in writing and signed by both The Best Assistant Ever, LLC & \_\_\_\_\_.

Signed and agreed to this \_\_\_\_ day of \_\_\_\_\_, 2020.

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Company:

Name:

Title:

Signed and agreed to this \_\_\_\_ day of \_\_\_\_\_, 2020.

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Company: Best Assistant Ever, LLC

Name: Laura Scaperotto

Title: Owner