



Notice of Policy Change Effective 3/1/19

Dear ABS Clients,

First and foremost, I want to thank you so much for being not only clients of ABS, but also friends that we value tremendously. Without you ABS would not be where it is today. Your faith and support in ABS has made our work together a truly amazing experience.

Due to the growth Affirmative Business Solutions has been blessed with since opening our doors, I feel in order to continue to provide the same quality of service that we have since day one that a few changes might be necessary to assure this can happen.

As most of you know we are a very diverse company. We tailor our services to fit your needs and do not require you to fit within the standard definition of what some companies believe as summarized bookkeeping. However, there are some timelines we need to put in to place to maintain our diversity as we are a small company.

Payroll:

- No matter if you have weekly, bi-weekly, semi-monthly, monthly, or all the above, please have your time sheets submitted to our office no later than 2 days prior to pay day. This is to ensure that we have time to process your direct deposits and/or get you the necessary check stubs so that you can create payroll checks without being rushed or having to potentially postpone payroll dates.
- ABS will have all quarterly payroll reports prepared within 20 days of the last day of the pay period. Please ensure that all payroll taxes are paid, or permission given for ABS to pay them, prior to the 15th day so that I can process those reports for your company. This is to ensure enough time for the reports to be signed and mailed prior to the due date.

Bookkeeping:

- If ABS does not handle your daily entry and only handles the reports, please ensure that all accounts are reconciled no later than the 10th of every month. Once they are complete, We ask that you please email us to confirm you have completed your end of the month items so that we know to process your financials. In doing so hopefully this will eliminate any lost time and allow items to be completed in a timely manner. ABS will work diligently to have your reports returned with your financial analysis no later than the 15th of every month.
- If ABS tracks your bookkeeping, and completes your end of the month reports, your financial analysis and reports should be sent to you no later than the 10th of every month.
- Special requests on reports, unless otherwise specified, will need at least a minimum of 24-hours, or one business day, to process. We ask the desired request be in writing to eliminate any miscommunication for either party.

Taxes:

- If ABS does your taxes we will making a few changes in the coming 2018 tax year. Returns will be prepared on a first come first serve basis.
- If all documents are not received at a minimum of 30 days prior to the month of your return due date, your return is not guaranteed to be completed and may require an extension to be filed.

Invoicing:

- For our monthly retainer clients, invoices will be sent to you on the 20th of each month and will be due on the 1st.
- For our hourly clients, invoices will be sent to you every Friday. The invoices will consist of work completed from the previous Friday through Thursday.
- Unfortunately, ABS had to change the terms on our invoices a few months back due to clients not paying in a timely manner, but just for clarification in case you have not noticed the changes the terms of payment are as follows:
 - All invoices are due on receipt unless otherwise noted.
 - If you pay via credit card, please add 3% to your total payment for processing fees.
 - A fee of \$25 will be charged for all returned checks.
 - Late fees will be charged at a rate of 1.5% every 30 days the bill is left unpaid.

Hours:

- Our hours of operations are Monday – Friday 9 am – 5 pm.
- If you need to schedule a meeting or a phone conference during an alternative time, ABS ask that you please let us know at least 24 hours in advance.
- Moving forward, our office will be closed Saturday and Sundays. However, we also understand that as business owners, the only time we can work on your own office needs is the weekend. If you need to schedule a meeting for the weekend, please do so at least 72 hours in advance. This is to ensure that I am available to give you the time you need. If it is after hours, please send an email with any questions, comments, or concerns and I will answer them first thing the following business morning unless I am able to give a quick answer, or it is clearly an emergency.

Traveling:

- If you are charged a mileage rate for traveling expenses, please note the IRS changed the rate to \$.58/mile for the 2019 tax year.
- If you are located outside of Perkins, OK and require an in person financial meeting and/or services, unless otherwise agreed upon, additional charges may be added to your invoice for reimbursable expenses.

Please understand the policy changes are not intended to be a restriction or inconvenience to you or your company, but a way to help all our companies continue to grow and thrive as smooth as possible in every aspect. Please let us know if you have any questions or concerns.

Please feel free to contact us with any questions or concerns.

Client Signature

Date

Ashton N. Tivis, Owner

Date