

CLIENT COMMITMENT AGREEMENT

BROOKS & ASSOCIATES CPA, PC

Phone: 602-678-1525 Fax: 602-678-0159 Email: Restaurant@brookscpa.net

To prepare timely and accurate financial statements. Please ask if you have ANY questions.

RESULT: _____

CLIENT: _____

COMPANY: _____

DATE: _____

| # | Action Required | Who Will Take Responsibility for Completing <small>(When Completed Please Initial as done)</small> | DUE BY |
|----------------------------------|--|---|-----------------------|
| *One Time Set Up Fee Only | | | |
| *1a | Read and complete the entire client commitment agreement, Brooks commitment agreement, contract, automatic bank draft form and checklist. | Client _____ | Before Service Begins |
| *1b | Go over the entire client commitment agreement, Brooks commitment agreement, contract, automatic bank draft form and checklist. | Brooks _____ | Before Service Begins |
| *2 | Read through QuickBooks Data Entry Packet. | Client _____ | Day 1 to 4 |
| *3 | A full QuickBooks Backup must be sent to us. <u>PLEASE STOP ALL DATA ENTRY DURING THIS TIME.</u> (See #11 in the QuickBooks Data Entry Packet) | Client _____ | By Day 5 |
| *4 | Convert clients QuickBooks Backup to the Restaurant Standard Chart of Accounts then return Backup to client. | Brooks _____ | By Day 8 |

Required for Each Financial Statement

| | | | |
|---|---|--------------|--|
| 1 | Once New Backup is Returned Please Restore and Begin Data Entry. (Refer to QuickBooks Data Entry Packet #11 for help.) | Client _____ | N/A |
| 2 | Send Accountants Copy. (Please refer to QuickBooks Data Entry Packet #10 for help.) | Client _____ | By Day 7 of Period/Month/Quarter's End |
| 3 | Once Accountants Copy is Received A. Complete DSR Journal Entry, Bank Reconciliation, Deprecation Entry, General Ledger Scan and Balance Sheet Tie Out. B. Work Goes to Restaurant Specialist for Review. C. Draft Financials Are Sent to Client | Brooks _____ | Within 10 Days of Receipt of Accountants Copy |
| 4 | Review Draft Financial Statements and looking for anything out of the ordinary. | Client _____ | Before Period/Monthly/ Quarterly Telephone Meeting |
| 5 | Schedule telephone meeting with Restaurant Specialist to go over key numbers and suggested improvements. Please send email or call with 2 alternative appointments. | Client _____ | Before End of Period/Month/Quarter |
| 6 | Finalized Financial Statements are Sent. | Brooks _____ | 1 Business Day after Phone Call Meeting |
| 7 | Accountants Copy Changes are sent. | Brooks _____ | 1 Business Day after Phone Call Meeting |

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Acceptable Standards

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|---|---|
| 1 | We will only ask for your work once. |
| 2 | You must inform us if you change or add a new bank account. |
| 3 | Pre-Scheduled telephone meetings will last 45 minutes. Any extra time will be invoiced at standard rates payable within 15 days of invoice. |
| 4 | Monthly telephone meetings will begin on time. |
| 5 | If monthly meeting must be re-scheduled, 48 hours notice is required. If 48 hours notice is not given you will be charged for 45 minutes. |