

PATRICIA A. BECKWITH
CERTIFIED PUBLIC ACCOUNTANT



Terms of Service

In an attempt to keep our clients informed we ask that you carefully read the following instructions. If you have any questions please see our front desk associate or speak with me directly. By working closely together towards this goal we can provide you with better service and avoid confusion in the future.

FEES: Tax and accounting services are billed at an hourly rate of \$300.00 billed in ten minute increments. Standard tax returns are billed by the number of schedules required. If your return **is** complex or requires additional work, I will consult with you prior to incurring additional costs to you.

PAYMENT POLICY: Payment is due at the time services are rendered or upon receipt of invoice. Income tax returns are not electronically filed until your signed electronic filing authorization form is received by this office and payment is received.

CANCELLATIONS AND MISSED APPOINTMENTS: We ask for 24 hour notice for cancellations. **IT IS YOUR RESPONSIBILITY TO NOTIFY THE OFFICE WHEN YOU ARE UNABLE TO KEEP YOUR APPOINTMENT!** There will be a \$100.00 charge for appointments that are missed, cancelled or rescheduled without 24-hour notice.

SCHEDULED APPOINTMENT TIMES: We schedule appointments for a set amount of time based on how long it takes to perform each service. In order for you to receive the best possible service you must be here and ready for your appointment at the scheduled time. Being late or unprepared could result in not receiving all the services planned for your appointment or even having the appointment rescheduled for another time.

PAYMENT OPTIONS: We accept checks, debit/credit cards, PayPal and cash.

To Recap:

1. You are billed either by the hour or by the job as agreed upon in advance.
2. Payment is due at the time your tax return is complete.
3. We have a \$100.00 No Show/Cancellation less than 24-hour notice fee.
4. Please be on time and ready for your appointment.
5. Payments accepted are checks, debit/credit cards, PayPal and cash.
6. If paying by debit/credit card, a **3½ % service fee** will be applied.

Clients Name/s
(Updated: January 2023)

Date