



**Effective Date:** January 1, 2026

This Agreement is entered into on the Effective Date by and between **Nathilee Caldeira Ph. D.** (the “Client”) and **Seven-Figure Profits** (“SFP”). Collectively, the Client and SFP are the “Parties.”

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## **1. Scope of Services**

Seven-Figure Profits agrees to provide the following **High-Level Accounting & Bookkeeping Services** beginning January 1, 2026, at the service level selected by the Client:

### **Included Services**

#### **A. Tax Planning & Advisory Support**

- Initial Comprehensive Tax Plan
- Ongoing Tax Planning & Advisory Services
- Preparation & Filing of the Business Tax Return (for active clients at the time of preparation & filing)
- Preparation & Filing of the Personal Tax Return (for active clients at the time of preparation & filing)

#### **B. Quarterly Strategy Meetings with Randy Hughes, CPA**

Four (4) quarterly strategy meetings per year with Randy.

#### **C. Dedicated Team**

Three dedicated professionals assigned to the account:

- Lead CPA (Randy Hughes)
- Fractional CFO
- Financial Accountant

#### **D. Confidential Tax & Accounting AI Assistant**

Access to SFP’s tax- and accounting-trained AI assistants, Phoebe & Dwight, for support between meetings. Do not use the AI for legal questions. Also note that AI’s can make mistakes even with the customized protocol so always double check before moving forward with suggestions.



## **E. Core Bookkeeping & Accounting Deliverables (Monthly)**

- Statement of Financial Position
- Statement of Activities
- Statement of Functional Expenses
- Statement of Cash Flows
- Monthly Bookkeeping Reconciliations and Categorizations of Transactions within Quickbooks Online as outlined below
  - Bank Reconciliations for Business Bank Accounts
  - Credit Card Reconciliations for Business Credit Cards
  - Management of the Chart of Accounts
  - Posting of Journal Entries as needed

While inclusion in the financial statements and guidance may be provided regarding the following, this engagement does not include the execution of Accounts Receivable, Accounts Payable, Bill Payment, Payroll, or any other services not explicitly listed in the above contract.

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## **2. Payment Terms**

The above services will be provided at a monthly rate of **\$1,850.00**.

This amount will be electronically debited from the Client's designated bank account **on or around the 1st of each month** for work completed during that month.

The **initial contract term is twelve (12) months**, automatically continuing month-to-month thereafter unless terminated as provided in this Agreement.

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## **3. Communication and Meetings**

**Seven-Figure Profits encourages most communication and questions to be addressed during scheduled meetings** to ensure discussions are documented and progress is consistently tracked.

The assigned accountant or Client Relations Concierge will advise when a question or conversation requires a scheduled meeting.

### **A. Included Quarterly Meetings (4 per year)**



The program includes **up to four (4) accounting meetings annually**, allocated as follows:

- **Four (4) Quarterly Strategy Meetings with Randy Hughes**
  - The Q4 meeting will serve of the end-of-year meeting, which must take place **no later than the end of November**.
- Questions the client has can be run through the Ai assistant (Phoebe), and can be emailed to the SFP team, or held until the next quarterly meeting.

#### **B. Tax Planning Meetings (separate from the 4 quarterly meetings)**

The following tax planning meetings are **in addition to** the four (4) quarterly meetings:

- **One (1) Tax Plan Discovery Meeting**
  - Purpose is to gather tax-specific information that will be useful in the creation of the tax plan.
- **One (1) Tax Plan Presentation Meeting**
  - Purpose is to present to the taxpayer the comprehensive tax plan that has been created with tax savings in mind.

After these two tax planning meetings are completed, any ongoing tax-related discussions occur during the standard quarterly meetings included in the plan.

#### **C. Delays & Required Information**

If SFP requests information from the Client and it is not provided within the requested timeframe, the related projects or services will be placed on hold.

Once received, the Operations Department will inform the Client of the updated completion timeline or next steps.

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#### **4. Client Responsibilities**

The Client agrees to:

- Be responsive to all SFP communication.
- Keep all business bank accounts connected to QuickBooks.



- Remit the monthly service fee promptly.
  - Inform the Accounting Manager immediately of any new loans, bank accounts, credit lines, credits, or financial changes.
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## 5. Commitment to Satisfaction

Seven-Figure Profits is committed to client satisfaction. If the Client has any concerns regarding services, they may contact the Operations Team at [francisco@cpennies.com](mailto:francisco@cpennies.com).

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## 6. Termination

This Agreement may be terminated by either party after the initial 12-month term with **30 days' written notice**. Notices must be sent to the contact details provided in this Agreement or via email.

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## Signatures

### Client

Client Representative: *Nathilee Caldeira*  
Signature: \_\_\_\_\_  
Printed Name: Nathilee Caldeira, Ph.D  
Title: Founder & CEO  
Date: 12/31/2025

### Seven-Figure Profits

Authorized Representative:  
Signature: *Randy H. Hughes*  
Printed Name: Randy H. Hughes  
Title: Owner, CPA  
Date: 11/25/2025