



This Agreement is entered into on January 1, 2025 (the "Effective Date"), by and between **Easy Billing Services, PO Box 710730 San Diego CA 92171 United States** (hereinafter referred to as the "Client"), and Counting Pennies, LLC (hereinafter referred to as "CP"). Collectively, the Client and CP are referred to as the "Parties."

1. Scope of Services

Counting Pennies, LLC agrees to provide the following accounting and bookkeeping services for the Client beginning January 1, 2025:

- Statement of Financial Position (Monthly)
- Statement of Activities (Monthly)
- Statement of Functional Expenses (Monthly)
- Statements of Cash Flows (Monthly)
- Bank Reconciliation for Business Accounts
- Business Credit Card Reconciliation
- Tax Strategy Guidance

2. Payment Terms

The above services will be provided at a monthly rate of **\$1750**. The monthly fee will be electronically debited from the Client's designated bank account on or around the 1st of each month for work to be completed during that month.

3. Communication and Meetings

Counting Pennies, LLC encourages most communication and questions to be addressed **during scheduled meetings** to ensure that discussions are properly documented and progress is consistently tracked to provide excellent service.

- The accountant will determine when conversations or answered questions will result in the use of a meeting.
- The engagement allows for up to **ten (10) meetings annually**, with one meeting **required** to address end-of-year matters. This mandatory end-of-year meeting must take



place no later than the end of November. We **recommend** that you also use these meetings to schedule quarterly reviews.

- Please note, If Counting Pennies, LLC requests information from the Client that is not provided in the timeline requested, **any related projects or services will be placed on hold until the requested information is received**. Upon receipt, the Client will be informed by the Operations Department of the expected completion timeline or the next steps for their project. requested information is received. Upon receipt, the Client will be informed by the Operations Department of the expected completion timeline or the next steps for their project.

4. Client Responsibilities

The Client agrees to:

- Be responsive to all forms of communication from CP.
- Keep all business bank accounts connected to QuickBooks.
- Remit the monthly service fee promptly.
- Inform the Accounting Manager immediately of any changes to the company including new loans, bank accounts, credits, or lines of credit.

5. Commitment to Satisfaction

Counting Pennies, LLC is committed to Client satisfaction. If you have any concerns regarding the services provided, please contact our Operations team at francisco@cpennies.com.

6. Termination

This Agreement may be terminated by either party with a 30-day written notice of intent to cancel. Notices must be sent to the contact details provided in this Agreement or via email



Signatures

By signing below, both parties acknowledge and agree to the terms outlined above.

Easy Billing Services

Client Representative: *Danielle Gonzales*
Signature: _____

Printed Name: **Danielle Gonzales**

Title: Owner

Date: 02/13/2025

Counting Pennies, LLC

Authorized Representative: *H. Randy Hughes III*
Signature: _____

Printed Name: H Randy Hughes III

Title: Owner, CPA, EA

Date: 02/13/2025