

**Matthew Abrams**  
*Certified Public Accountant*  
1930 Harrison Street  
Suite 306  
Hollywood, FL 33020

**Office Billing Policies**

Tax and Accounting Services are billed at an hourly rate as follows:

Data entry by staff	\$50.00 per hour
CPA Tax preparation, consulting, client meetings	\$250.00 per hour

I do my best to give an estimate of the cost involved in preparing a return, but cannot provide a fixed fee because the time involved varies for each client's tax return or resolution of other tax issues. Estimates are provided to provide a good faith estimate of what the return may cost, but the invoice may be lower or higher than the estimate provided.

I am best able to give an estimate when I have an opportunity to review a client's documents. Frequently a new client will explain that they only have one or two tax forms, when upon review of the client's documents there is substantially more involved to prepare the return than the client realizes.

We strive to keep our fees as low as possible, and can do this if clients provide the following:

1. All tax information in complete form, included all IRS tax forms received (W-2s, 1099, etc.)
2. Prepare worksheets that can be downloaded from our website [msabrams.com](http://msabrams.com), since these worksheets enable us to prepare your return much more efficiently, thereby reducing the amount of time we will bill you.

Please do not rely on estimates that are not provided to you in writing. If I have given you an estimate that is not in writing (e.g. email) please bring this to my attention so I can provide you an accurate estimate in writing.

_____	_____	____/____/____
Client Name	Signature	Date Signed



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