



5184 Winding Glen Drive Lithonia, Georgia 30038
Ph: (404) 884-6316 website: www.rhemabusinessandtax.com

Service Contract and Agreement

This contract is entered into this _____ day of _____,
20__ between Rhema Business and Tax Services (Provider) and
_____ (Client) for the purpose of providing
CONSULTING and/or BUSINESS SERVICES as indicated below.

The Provider and Client agrees that these services will be provided for an initial
fee of \$_____._____ with the remaining balance of \$_____._____ to be
paid by _____._____. The terms of this contract are renewable on an
annual or monthly basis.

The Provider and Client further agree that the services provided will include
the following: (check all that apply)

_____ Individual Income Tax Preparation

_____ Business Income Tax Preparation

_____ Bookkeeping Services

_____ Payroll Services

_____ Notary Services

_____ Church and Non Profit Business Consulting Services
(consulting on requirements and compliance issues for startup and existing businesses, etc.)

_____ For Profit Business Consulting Services
(consulting on requirements and documents needed for startup and existing businesses, etc.)

_____ **IRS Representation (By Phone or in Person)**
(including preparation of Forms 843, Penalty Abatement Request, Offer in Compromise,
Negotiating requests for penalty abatement for most forms of penalties)

_____ **Business Document Preparation**
(includes documents such as articles of incorporation, and organization, bylaws, operating
agreements, business plans, etc.)

_____ **Web Services and/or Business Branding Services**

The parties also agree that these services will be performed in accordance with all applicable Federal and State laws and will comply with General Acceptable Accounting Principles.

The parties also agree that neither will engage in, nor promote unethical, illegal or criminal practices and if found to do so, will be grounds for immediate termination of this contract.

Additional services may be required to maintain Federal and State compliance and will be performed as needed for an additional fee as agreed upon by the parties. These services include but are not limited to filing of previous year returns and previous year annual renewals.

This contract may be cancelled by a mutual agreement of both parties should circumstances arise in which either party cannot continue to meet the terms outlined herein or due to some unforeseen or emergency situation. **Any funds paid to the Provider will be refunded to the Client minus any expenses that the Provider has incurred.**

NOTE: The Initial consultation (phone or in person) is free

Signed _____, _____ Date _____
RBTS REPRESENTATIVE TITLE

Signed _____, _____ Date _____
REP TITLE