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### Plain English Letter of Engagement

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I/we appoint Duggan & Company to act as my accountant and business advisor.

I/we understand and agree that:

1. You will prepare financial statements and tax returns for entities as advised.
2. I/we will provide all necessary information required to carry out these services.
3. Your services do not include forming an opinion on financial statements or an audit.
4. I/we will not disclose financial information to 3<sup>rd</sup> parties without attaching your disclaimer, nor will I/we represent that financial information is audited.
5. You will charge for services on a time and cost basis or for a fixed fee where agreed.
6. Your payment terms are 14 days following invoice and you may charge collection costs if these terms are not followed.
7. You may utilise any tax refunds to pay for your services.
8. You have full authority to contact any individual, company or agency to obtain information to complete your services.
9. Where I/we have instructed you to complete taxation returns you are authorised to e-file these on our behalf.

Yours faithfully

\_\_\_\_\_ Date: \_\_\_\_\_