

## Jaydoo™ Terms and Conditions

Jaydoo™ is only available to JFH Consulting LLC clients who are current subscribers to Quickbooks® Online (“QBO”) or Xero Accounting software (“Xero”). Jaydoo™ is offered by JFH Consulting LLC and available exclusively to its clients who are QBO or Xero subscribers (Jaydoo™ is not a product of Intuit®, Quickbooks®, Quickbooks Live Bookkeeping®, Xero, or Xero Limited). By subscribing to Jaydoo™ you agree to invite JFH Consulting LLC to your QBO or Xero software service as an Accountant at the email address provided by your JFH Consulting LLC representative.

**Jaydoo™ monthly pricing tiers:** The ongoing Jaydoo™ service is available in different pricing tiers, depending on your company's average monthly expenses over a period of 3 consecutive months. Beginning with your enrollment month you'll be charged monthly at the then-current monthly fee based on your average monthly expenses over the previous 3 most recent months, unless you cancel. In the case of new businesses without 3 months of activity or ongoing businesses that may not have the necessary information on their businesses available, you will be tentatively enrolled at Pricing Tier No 1. For tentatively enrolled businesses, once your business's average monthly expenses can be determined, to the satisfaction of JFH Consulting LLC, at its sole discretion, your business's monthly subscription price tier and Prior Period Add-On, where applicable, will be adopted retroactively to your enrollment month and shall accrue from the enrollment month. JFH Consulting LLC will provide a separate invoice for this retroactive difference in amount previously billed, if any. Your businesses associated subscription level qualifications and associated pricing tier will be reassessed monthly. The current price level qualifications and pricing are listed in the table below and may be changed from time to time at JFH Consulting LLC's sole discretion.

Pricing Tier No.	If your business's 3 month average expenses is:	Monthly Jaydoo™ subscription price is:	Monthly Jaydoo™ subscription price paid annually.
1	<\$25,000	\$195.00	\$175.00
2	<\$40,000	\$300.00	\$270.00
3	<\$60,000	\$395.00	\$360.00
Plus	\$60,000+	Ask for pricing	Ask for pricing

**Jaydoo™ Prior Period Add-On:** The first and optional add-on phase, Jaydoo™ Prior Period Add-On, is an optional one-time service priced according to the timing of your subscription enrollment, the later of your business operations start date or the beginning of your current business tax year, and a multiple of the monthly Jaydoo™ pricing tier applicable to

your business at the time of enrollment. [see the Pricing Tier table above for monthly subscription price]

# months in prior period	Subscription multiplier
1-2	1.0
3-4	1.5
5-7	2.0
8-10	3.0
11-12	4.0

Example 1: A new business which began operations on April 12, 2020 and subscribes to Jaydoo™ on June 17, 2020 will be a subscriber for the month of June (not prorated) and has two prior periods of activity, April and May, that are eligible for the Jaydoo™ Prior Period Add-On with a multiplier of 1.0. If the client qualifies as a Tier 1 client at the time of enrollment, the Jaydoo™ Prior Period Add-On price will be a one-time charge of 1.0 x \$195 or \$195.

Example 2: A new business which began operations on January 1, 2020 and subscribes to Jaydoo™ on June 17, 2020 will be a subscriber for the month of June (not prorated) and has five prior periods of activity, January through May, that are eligible for the Jaydoo™ Prior Period Add-On with a multiplier of 2.0. If the client qualifies as a Tier 1 client at the time of enrollment, the Jaydoo™ Prior Period Add-On price will be a one-time charge of 2.0 x \$195 or \$390.

The Jaydoo™ Prior Period Add-On service is applicable from the period of your last completed business income tax return or the start of your business activity, if later, through the end of the calendar month immediately prior to your enrollment month. If the number of months in your prior period will exceed 12, please see your JFH Consulting LLC representative for special pricing and conditions.

**Jaydoo™ monthly services:** Initially a Jaydoo™ bookkeeper provides a review and adjustment of activity that starts from the first day of the Enrollment Calendar Month through the end of the Enrollment Calendar Month [Example: if you enroll on July 28<sup>th</sup>, your enrollment calendar month is July]. The services provided during the first month on are as follows, where applicable: update bookkeeping based on information you provide; categorize and update transactions; match receipts, as provided by your, to transaction; reconcile bank and credit card accounts with monthly statements, as provided by you; reconcile remaining balance sheet accounts; and run balance sheet and profit & loss statement of YTD.

If a Jaydoo™ bookkeeper is unable to reconcile any account, or if the Jaydoo™ bookkeeper finds significant transactions outstanding in any account which arise from the time before the enrollment month, or the time before the starting date of the Jaydoo™ Prior Period Add-On, where applicable, which in their judgement are materially inaccurate, the Jaydoo™ bookkeeper will not be able to complete Jaydoo™ services until these inaccuracies are resolved. Please consult your JFH Consulting LLC representative if your Jaydoo™ bookkeeper advises you of qualifying inaccuracies.

During each subsequent month, ongoing Jaydoo™ services include: an overview of the main features of QBO or Xero; assistance with setup of customers and vendors; assistance with reports and reporting tools; setup of chart of accounts; assistance with bank connections; expense type classification, categorization, and reconciliation based on information you provide; importing of historical data; and ongoing assistance with bookkeeping practices. Some basic bookkeeping services may not be included and will be determined by your Jaydoo™ bookkeeper. Jaydoo™ does not include management of accounts receivable or payable, customer/client invoice creation, vendor bill processing or payment. The Jaydoo™ bookkeeper will provide instruction based on the information you provide.

Jaydoo™ pricing tier 1 & 2 do not include tax depreciation. Consult a tax preparer or JFH Consulting LLC advisor for tax advice related to the preparation of your tax depreciation. Your Jaydoo™ dedicated bookkeeping team will record depreciation for each period in your QBO or Xero records as provided by you.

Jaydoo™ does not include payroll processing, payroll assistance, or other payroll related tasks including payroll tax reporting. Payroll journal entries may be included based on entry-ready amounts you provide.

**Information and documents may not be returned:** Information you provide in the form of documentation or otherwise, shall become the property of JFH Consulting LLC and may not be returned to the customer, therefore the customer should retain all original documents in their own storage mechanism and should only provide copies to their Jaydoo™ bookkeeper directly and via the applicable QBO or Xero software features for capturing images of the documents.

**Jaydoo™ Guarantee:** At your request, JFH Consulting LLC will conduct a full evaluation of your bookkeeper's work. If your JFH Consulting LLC Jaydoo™ bookkeeper makes an error that requires re-opening of your books for any month, we will correct the error for the month that error occurred at no additional charge.

Eligible errors include those made by a Jaydoo™ bookkeeper. An 'error' is A) a transaction that has been incorrectly categorized to the wrong account, B) an account balance in QuickBooks® that doesn't match the actual account balance or C) improper transactions which can't be supported by documentation (including client responses and client meeting notes).

If you invoke the guarantee, JFH Consulting LLC will conduct an audit of the Jaydoo™ bookkeepers work. You'll need to provide JFH Consulting LLC with a receipt for the

transaction in question, correspondence from your outside tax accountant, or a document stating the balance of the account if an account balance is in question.

Jaydoo™ bookkeepers aren't responsible for errors resulting from incorrect information provided by you, or if you re-open the books by overriding closure after a Jaydoo™ bookkeeper completes the month-end closure.

**Subscription cancellation:** Should either party wish to cancel the Jaydoo™ service subscription, all fees, including prepaid fees shall be subject to the following cancellation conditions. If the Jaydoo™ subscription is cancelled during the current calendar year, the cancellation will be effective on the last day of the month ("cancellation month") during which notice of cancellation was provided, and subscription fees will accrue through the end of the Cancellation Month. In the case of customer cancellation, notice of cancellation must be delivered via email to the address [partnerjfh@gmail.com](mailto:partnerjfh@gmail.com). In the case of subscription fees paid in advance for the discounted 12-month rate, the discounted rate will be forfeited and all monthly fees during the current year will immediately accrue at the applicable regular monthly rates in effect at the date of cancellation. Customer will be refunded only the amount of prepaid fees which exceed the total of the accrued regular monthly fees from the start of the current calendar year until the last day of the Cancellation Month. If the amount of the prepaid fees is less than the amount of accrued fees under this cancellation provision, the excess of the accrued fees above the prepaid fees shall be immediately due and payable.

If the Jaydoo™ subscription is cancelled after the end of the calendar year and before the regular due date of the business's income tax return for the same calendar year, the cancellation shall be effective on the last day of the Cancellation Month, the subscription fees will accrue through the end of the Cancellation Month, and JFH Consulting LLC will be released from its responsibility to file the business income tax returns under this subscription plan for said calendar year.

**Non-conformance or non-performance:** In the event that you are unable to perform any or all of the responsibilities and duties as agreed to under these Terms and Conditions or other agreement, and request assistance from JFH Consulting LLC staff to complete the necessary steps or actions, you agree to compensate JFH Consulting LLC at the hourly rate of \$100.00 for all hours of assistance until the subscription is cancelled or until you are able to perform such responsibilities and duties. If training of your personnel is needed, you agree to compensate JFH Consulting LLC at the rate of \$100.00 per hour for all hours requested for such training. If you request multimedia training materials instead of person-to-person training, you agree to compensate JFH Consulting LLC at the rate of \$25 per minute of the created multimedia materials. If you fail to perform all of the responsibilities and duties required of you for a period exceeding 30 days, JFH Consulting LLC may provide notice of cancellation at its sole discretion, which shall subject the agreement to Subscription Cancellation defined within these Terms and Conditions.

