

Dead-On Bookkeeping™ Terms and Conditions

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

Dead-On Bookkeeping™ monthly pricing tiers: The ongoing Dead-On Bookkeeping™ service is available in 3 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 Dead-On Bookkeeping™ subscription price is:
0 [Micro]	<\$10,000	\$100.00
1	\$10,001-50,000	\$250.00
2	\$50,001-100,000	\$400.00
3	\$100,001+	\$550.00

Dead-On Bookkeeping™ Prior Period Add-On: The first and optional add-on phase, Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ Prior Period Add-On price will be a one-time charge of $1.0 \times \$250$ or \$250.

Example 2: A new business which began operations on January 1, 2020 and subscribes to Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ Prior Period Add-On price will be a one-time charge of $2.0 \times \$250$ or \$500.

The Dead-On Bookkeeping™ 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. Dead-On Bookkeeping™ Prior Period Add-On service is subject to availability of prior months account statements for all applicable banking accounts, to be provided by subscriber.

Dead-On Bookkeeping™ monthly services: Initially a Dead-On Bookkeeping™ 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 28th, your enrollment calendar month is July]. The services provided during the first month are as follows, where applicable: update bookkeeping based on information you provide; categorize and update transactions; 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 Dead-On Bookkeeping™ bookkeeper is unable to reconcile any account, or if the Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ Prior Period Add-On, where applicable, which in their judgement are materially inaccurate, the Dead-On Bookkeeping™ bookkeeper will not be able to complete Dead-On Bookkeeping™ services until these inaccuracies are resolved. Please consult your JFH Consulting LLC representative if your Dead-On Bookkeeping™ bookkeeper advises you of qualifying inaccuracies.

During each subsequent month, ongoing Dead-On Bookkeeping™ services include: an overview of the main features of QBO; 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 Dead-On Bookkeeping™ bookkeeper. Dead-On Bookkeeping™ does not include management of accounts receivable or payable, customer/client invoice creation, vendor bill processing or payment. The Dead-On Bookkeeping™ bookkeeper will provide help based on the information you provide.

Dead-On Bookkeeping™ doesn't include tax preparation services or assistance with tax preparation, including depreciation, or assurance services. Consult a tax preparer for tax advice related to the preparation of your tax return.

Dead-On Bookkeeping™ 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.

Dead-On Bookkeeping™ Guarantee: At your request, JFH Consulting LLC will conduct a full audit of your bookkeeper's work. If your JFH Consulting LLC Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ 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.

Dead-On Bookkeeping™ 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 Dead-On Bookkeeping™ bookkeeper completes the month-end closure.

In order to provide the most competitive and high-quality services, Dead-On Bookkeeping™ services utilizes multiple third-party integration services, including online banking, document management, and other services for which subscriber will be required to enroll and integrate to subscribers Quickbooks Online subscription data files. All such third-party integration services shall be previously approved and qualified by Quickbooks Online and/or Intuit for connection to Quickbooks Online services.