



Fast and Furious Accountancy

Agreement to provide services to

Demi Porter t/a Pret a Porter

98 Overton Circle, Littlemore, Oxon, OX9 4HH, United Kingdom
demi.porter@onkhodemo.com

Hi there,

Thank you for deciding to place your business with us! So that we can start providing the agreed services, we need you to confirm your agreement to our terms of business.

This email provides a summary of the services we will be providing you and how much they will cost. If you're happy to proceed there is a link at the bottom of this email that you should click. It will take you to a web page that will show you this email and our comprehensive terms of business. Simply click Accept and we can get started.

Services that we will be providing:

Monthly bookkeeping services including payroll for 3 employees

Quarterly VAT returns and 1 hour business review meeting

Annual accounts and tax return for owner

Costs for the services that we will be providing:

£100.00 per month by direct debit

£300.00 per year by bank transfer

Total: £1,500.00 (estimate)

Link to accept these terms:

[Sign here](#)

We're looking forward to welcoming you aboard.

Best wishes,
John Starling

Fast and Furious Accountancy

The following terms and conditions apply to the services or advice that we will provide you:

- 1) We will act at all times in accordance with the regulations and ethical guidelines of the professional or trade associations with which we may be registered. You can request details of these at any time.
- 2) We are required to identify our clients for the purposes of the UK anti-money laundering legislation. We may therefore ask for and retain information and/or documents from you to satisfy the requirements of current and future legislation.
- 3) We may from time to time hold money on your behalf. If this happens, we may hold the money in an interest bearing account and if so, will pay you any interest earned on the balance if the amount of interest earned is greater than £25 in a calendar year. We will make interest payments in accordance with applicable tax legislation.
- 4) Unless specifically agreed otherwise, all payments due to us should be paid on time and without delay using agreed payment methods. Where payments are late, we may temporarily stop providing our services to you until any outstanding balance is paid. We may also hold on to books and records or our own work products until any outstanding balance is paid.
- 5) You are responsible for providing us with timely and accurate access to information that we may require to deliver our services to you. We will always be clear about what is needed and when it is needed by. If we do not receive such information in time, it may delay the provision of our services to you.
- 6) Where services are terminated, temporarily stopped or delayed due to an action by you, we will not be held liable for any losses suffered by you or any third parties.
- 7) While certain documents may legally belong to you, unless you tell us not to, we intend to destroy correspondence and other papers that we store which are more than seven years old.
- 8) We are committed to providing a high standard of customer service. If you have any ideas about how we might improve or are dissatisfied in any way, please contact us. In the event you have a complaint, we will look into it carefully and promptly and do all we can to explain the position to you or address your concerns. You may of course make a complaint to any of the professional or trade associations with which we may be

registered.

9) All work products created by us are for your exclusive use within your business or to meet specific statutory responsibilities. They should not be shown to anyone else without our prior consent.

10) We will start providing services to you on the day that you accept this agreement and will continue until either you or us inform each other in writing that the agreement should be terminated. The date that services will stop will be determined by both of us and agreed in writing.

11) These terms of business are governed by English law.

12) We will not be held liable for any loss suffered by you or any third party as a result of our compliance with any UK law or a request from a UK law enforcement agency.

13) We expect to receive a Christmas card every year

Audit log

Event	Signatory	IP	Date
Document signed by all signatories	-	-	08/10/2018 15:31:43
1 out of 1 signatories signed the agreement	-	-	08/10/2018 15:31:43
Signatory signed (Demi Porter - Netaporter)	Demi Porter t/a Pret a Porter (demi.porter@onkhodemo.com)		08/10/2018 15:31:43
Signatory accessed link	Demi Porter t/a Pret a Porter (demi.porter@onkhodemo.com)		08/10/2018 15:25:13
Signatory accessed link	Demi Porter t/a Pret a Porter (demi.porter@onkhodemo.com)		08/10/2018 15:24:56
Signatory was emailed	Demi Porter t/a Pret a Porter (demi.porter@onkhodemo.com)		08/10/2018 12:21:49
Fast and Furious Accountancy signed	-	-	08/10/2018 12:21:49
0 out of 1 signatories signed the agreement	-	-	08/10/2018 11:59:37
Signatory added	Demi Porter t/a Pret a Porter (demi.porter@onkhodemo.com)		08/10/2018 11:59:37