



Flex Tax and Consulting Group (Flex-Tax, Inc.)
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TIME & EXPENSE and REIMBURSABLE EXPENSE SCHEDULE

Effective January 1, 2024

Time & Expense	Rate per Hour
Principal	\$430.00
Senior Manager.....	\$380.00
Manager	\$350.00
Senior/Supervisor.....	\$230.00
Associate.....	\$145.00
Administration	\$110.00
IRS Audit Defense/Appearance	Minimum \$1,500.00
Deposition and/or Court Appearance	Minimum \$1,500.00
Client-Requested Overtime	Time & One-Half of Rate per Hour
Reimbursable Expense	Rate
Mileage.....	Current Mandated Rate per Mile
Travel Expenses (airfare, lodging, meals, car rental, etc.).....	Cost + 15%
Travel Time	Rate Per Hour
Delivery Service	Rate Per Hour
Postage	Actual Cost
Outside Consultants.....	Cost + 15%
<u>Photocopies</u>	
Black & White: 8-1/2" x 11" (per sheet)	\$0.50
Color: 8-1/2" x 11" (per sheet).....	\$1.00
Reimbursable Payment (license fees, application fees, vendor payments).....	Cost+5%

NOTES

1. Payments: Billings are due and payable upon receipt of the invoice. If the Client fails to make payments to Flex-Tax within thirty (30) days of receipt, the Client agrees to pay Flex-Tax interest on all unpaid balances at the rate of One and One-Half Percent (1.5%) (or the maximum allowable by law, whichever is lower) of the past-due amount per month.

2. Invoice Review / Disputes: The Client shall promptly review Flex-Tax's invoice upon receipt and shall notify Flex-Tax of any dispute of any portion of such invoice within ten (10) days of receipt. Any dispute identified thereafter shall not be a basis to withhold any payment except as agreed by the Parties or as determined by audit or other investigation at the end of the Engagement. In the event the Client timely disputes any portion of an invoice, the Client shall pay all undisputed portions of such invoice as required by this agreement and may withhold payment only as to those specific services the Client claims were improperly performed.

3. Convenience Fee: For our customer's convenience, Flex-Tax accepts Visa and MasterCard payments. All credit card payments are subject to an additional 3.49% + 50 cents processing fee.

4. Labor Rates: The labor rates set forth in this contract are valid for a period of one (1) year from the date of the signature of this document. After one year, Flex-Tax reserves the right to increase the contract amount in accordance with Flex-Tax's current labor rates.