

3P | 3rd Party Services

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Scope of services will vary by each Client Engagement. The service descriptions below are intended to be used as a guide and are not to be construed as an extension of a contract or agreement.

3P01 | QuickBooks Online Subscription

Service Tier	Frequency	Estimated Delivery	Billing
Optional	Monthly	N/A	Direct to Client

Service Description: By leveraging the power of QuickBooks Online, we offer a range of comprehensive services tailored to meet your specific needs. Whether you're a small business owner, a freelancer, or a growing enterprise, our expertise covers everything from setting up your accounts, managing transactions, generating financial reports, and reconciling bank statements.

Client Responsibilities: Host, manage, and remit payment for subscription services.

3P02 | Gusto Payroll Subscription

Service Tier	Frequency	Estimated Delivery	Billing
Optional	Monthly	N/A	Direct to Client

Service Description: We've partnered with Gusto for payroll processing. With Gusto, we are able to file and remit payments on your behalf for all of your required monthly/quarterly/annual reports and filings. With Gusto, you won't have to file anything or make any payments yourself, it will all be managed and monitored by us. This includes all EFTPS, 940's/941's, W2's, W3's, UTR's, wage withholdings, etc.

Client Responsibilities: Host, manage, and remit payment for subscription services.

3P03 | Bill.com Subscription

Service Tier	Frequency	Estimated Delivery	Billing
Optional	Monthly	N/A	Direct to Client

Service Description: Our accounting company offers hassle-free access to Bill.com online, providing businesses with a comprehensive platform to manage their accounts payable and receivable processes. We help businesses streamline their payment workflows, automate invoice processing, and enhance cash flow management. With our expertise in Bill.com, we ensure businesses can effectively track, pay, and receive payments, all in one centralized and secure platform.

Client Responsibilities: Host, manage, and remit payment for subscription services.

3P0 | Dext Prepare Premium Subscription

Service Tier	Frequency	Estimated Delivery	Billing
Optional	Monthly	N/A	Direct to Client

Service Description: We utilize Dext Prepare, to assist businesses in handling and storing receipts, invoices, and various business documents. Dext helps business organize financial information by digitize paper documents. Additionally, Dext seamlessly integrates with QBO, ensuring a smooth flow of data entry and recording.

Client Responsibilities: Host, manage, and remit payment for subscription services.
