

Professional Fees and Billing Terms

Dear [Client Name],

This document outlines the billing policies and fee structure for the professional services provided by [Accounting Firm Name].

1. Fee Structure

Our fees are based on the following methods:

- **Hourly Rates:** Partners \$[Rate], Managers \$[Rate], Staff \$[Rate].
- **Fixed Fees:** \$[Amount] per [Project/Month] for specified scope of work.
- **Value-Based Fees:** As agreed upon for specialized consultancy.

2. Out-of-Pocket Expenses

Clients will be reimbursed for direct expenses incurred, including but not limited to:

- Travel and lodging.
- Government filing fees.
- Software subscription pass-through costs.

3. Billing Schedule

Invoices will be issued [Monthly / Upon Completion of Milestones]. Payment is due within [Number] days from the date of the invoice.

4. Late Payments

Payments not received within the specified timeframe may be subject to a late fee of [Percentage]% per month. We reserve the right to suspend work if accounts remain unpaid for more than [Number] days.

5. Retainers

A retainer of \$[Amount] is required prior to the commencement of work. This will be applied against the final invoice.

6. Changes in Scope

If the scope of work changes significantly, we will provide an updated fee estimate for your approval before proceeding.

By engaging our services, you acknowledge and agree to these terms.

Sincerely,

[Authorized Signature]

[Name and Title]

[Accounting Firm Name]