

## STANDARD TERMS

1. Unless otherwise agreed, fees for accounting services shall be based upon the normal hourly billing rate of the accountant or timekeeper performing the services, plus costs and charges incurred as well as any other authorized expenses.
2. You will be billed monthly as the job progresses. Payment is due within thirty (30) days following the month of billing.
3. In the event a dispute should arise under this agreement, then the prevailing party shall be entitled to reimbursement for all attorney fees, costs and disbursements, whether or not the suit is instituted, in arbitration, at trial or on appeal, in addition to all other sums allowed by law. Both parties agree that the dispute shall be mediated before suit is filed. If mediation is not successful, the dispute shall be submitted for a binding, non-public determination to the American Arbitration Association or subject to other alternative dispute resolution procedures as may be hereafter agreed to.
4. It is expressly understood and agreed that DiLorenzo & Company LLC has the right to withdraw from this agreement at any time for any reason, upon reasonable notice to the client.
5. In the event that there is an existing balance between the parties to this agreement as of the date of this agreement, said balance shall be subject to the terms of this agreement. The parties hereby affirm that they have accepted all services and represent and warrant that the accuracy of the billing and completeness of the services performed is satisfactory in all respects.



**DiLorenzo & Company**  
Certified Public Accountants

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