

## Terms and Conditions

### **Services Provided**

TG Accountants LLP offer services and advice in the following areas:

- Bookkeeping
- VAT Returns & CIS
- Payroll
- Accounts Preparation
- Training/Mentoring
- Administration
- Self Assessments
- Tax Returns
- Business Set-Up
- Work Based Pensions

### **Fees and Other Charges**

In order to keep our fees easy to understand we will charge a flat hourly rate for all services; fees for these services are calculated on the time we spend multiplied by the hourly rate. The hourly rate is applied to all work done on the company's behalf, including making telephone calls, writing letters, researching the laws, negotiating with partners, completing all bookkeeping/accounting functions and preparing documents. the hourly rates for these services will be agreed in advance with the client and confirmed in writing.

### **Billing Arrangements**

TG Accounting Services will invoice at the end of each week/month for work carried out during that period (as per prior agreement with the client). Our invoice will detail the work carried out during each session.

Any queries or disputes relating to an invoice must be raised within 7 days of receipt. Invoices must be settled within 14 days of invoice date.

### **Non-Payment**

Non-payment of invoices within 30 days of the invoice date will result in the suspension of all services.

### **Estimates**

We would be pleased to provide an itemised written estimate for the provision of our services.

### **Information Provided**

By entering into an agreement with TG Accounting Services you are agreeing that all information provided to our staff will be true to the best of your knowledge. We cannot take any responsibility for any incorrect information provided to us.

### **Termination**

A client may terminate the agreement by providing a written notice at any time, but will be liable for all work carried out up to that time, whether already invoiced or not.

TG Accounting Services may terminate the agreement and stop acting for the client if:

1. The client does not comply with the terms of this Agreement;
2. There is a breakdown in mutual trust between parties;
3. By continuing to act for the client it may breach the professional conduct rules which are binding upon professionals in the Bookkeeping/Accounting industries.

If you decide to use our services you are agreeing to our terms and conditions.