

501(C)(3) SERVICE AGREEMENT

This **AGREEMENT** made on behalf of SEA Accounting and CLIENT is as follows:

1. **Services To Be Performed.** SEA agrees to perform the following services for Client:
 - a. Complete the prescribed guidelines set forth in the application process for 501(c)(3) Tax Exempt status.
 - b. Prepare Client's Articles of Incorporation; or Articles of Amendment, whichever is applicable.
 - c. Submit application for EIN/Federal Taxpayer ID Number, if applicable
 - d. Standard Bylaws included.
 - e. Sales Tax Exemption, if applicable.

2. **Time For Performance.** All services are for six months or until receipt of acknowledgement from IRS.

3. **Payment. Total Preparation Fee is \$1,200** (*Additional fees may apply based on type of tax exemption filed.*) A deposit of \$600 is due upon signing this agreement and is non-refundable after three (3) days. All fees must be paid before final application is submitted.

The client agrees that unpaid accounts will be considered in default after sixty (60) days, after which a default charge of \$175 will be imposed on balance due. Furthermore, in the event it should be deemed necessary for Soldout2Christ, Inc. to employ the services of an attorney for collection of this contracted amount, the client shall pay attorney fees for the services of such attorney and all costs incurred in connection therewith.

4. **Submission of Documents.** The Client is responsible for submitting the required documents within a timely manner.

5. **Assign a Contact Person.** The Client is responsible for assigning a contact person responsible for submitting all the required information needed to complete the application process.

6. **Confidential.** All documents and/or conversations associated with services performed are confidential. We nor any part of this contract guarantees approval for tax-exempt status by IRS, however, if not approved we will refund the preparation fee in full.

If you are in agreement of the foregoing and want to employ our services, simply sign this agreement and return it to us along with the initial deposit of \$600. Please call us 407-552-9717 if you have any questions.

Accepted and Agreed to:

Client's Signature

Date

**FAX TO: 1-866-276-2700
or MAIL TO:
P.O. Box 536872, Orlando, FL 32853**