



Dec 10, 2018

To Management:

This letter of arrangement between and EFORTLES INC sets forth the nature and scope of the services EFORTLES INC will provide and the related fee arrangements and other terms and conditions designed to assure that the professional services are performed to achieve the mutually agreed upon objectives of EFORTLES INC. This Agreement will be effective upon execution of this agreement.

SUMMARY OF SERVICES

Services:

The service plan you subscribed to is "". Scope of services for all plans are explained in detail in Exhibit A.

We will perform our services in accordance with the Statements on Standards for Tax Services ("SSTS") issued by the American Institute of Certified Public Accountants ("AICPA"). Our bookkeeping assistance is provided solely for the purpose of preparing the income tax returns. These services will be performed solely in accordance with the AICPA Code of Professional Conduct. Our engagement does not include any procedures designed to discover errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters. You are responsible for ensuring that personal expenses, if any, are segregated from business expenses and expenses such as meals, travel, entertainment, vehicle use, gifts, and related expenses, and are supported by necessary records required by the IRS and other taxing authorities.

ELECTRONIC TRANSMITTALS

During the course of our engagement, we may need to electronically transmit confidential information to each other, within the Firm, and to other entities engaged by either party. Although email is an efficient way to communicate, it is not always a secure means of communication and thus, confidentiality may be compromised. You agree to the use of email and other electronic methods to transmit and receive information, including

confidential information between the Firm, the Company and other third party providers utilized by either party in connection with the engagement.

TERMS AND CONDITIONS SUPPORTING FEE

We will bill you for our professional fees at a monthly/Annual rate of "". Payment will be billed by recurring ACH debit or Credit through Stripe.com. The monthly agreed upon rate covers services outlined above with the exception of "add on services" that are not monthly. Those services will be billed and collected at the time they are provided. Due to the nature of our services all fees will be collected up front for monthly services.

We reserve the right to suspend or terminate our work for non-payment of fees if the payment is not received prior to the monthly service that is to be provided. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet governmental and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any other damages (including but not limited to consequential, indirect, lost profits, or punitive damages) incurred as a result of the failure to pay.

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us.

Very truly yours,
EFORTLES INC

RESPONSE:

This letter correctly sets forth the understanding of

Accepted by:

On behalf of

Date: DEC 10, 2018

EXHIBIT A - SCOPE OF SERVICES

ONE-MAN TEAM PLAN

You are engaging us to provide the following services (the Service):

Bookkeeping

- Input and reconciliation of all banking transactions for all business bank accounts linked using Plaid API on the website user management portal.
- Input of all credit card transactions for all business credit card accounts linked using Plaid API on the website user management portal.
- Preparation of annual financial reports to include: Profit & Loss, YTD Profit & Loss, Balance Sheet and a General Ledger.
- Organize all bookkeeping / financial documents in an audit ready fashion.
- The delivery of bookkeeping / financial documents shall be ready on the website user management portal.

Sales & Use Tax Returns Reporting

- Prepare your State Sales & Use Tax Returns using information that you provide to us.
- The delivery of your State Sales & Use Tax Returns shall be ready on the website user management portal within 2 business days of the reporting deadline set forth by your State.

Income Tax Return Preparation

- Prepare your annual Business Income Tax Return using information that you provide to us.
- E-file your annual Business Income Tax Return after all necessary authorization forms are signed and the Tax Return files are reviewed and signed off by you.

Real-time Tax Consulting

- Provide accounting and tax guidance on all services mentioned above through email, or phone calls.

SMALL BUSINESS PLAN

Bookkeeping

- Input and reconciliation of all banking transactions for all business bank accounts linked using Plaid API on the website user

management portal.

- Input of all credit card transactions for all business credit card accounts linked using Plaid API on the website user management portal.
- Preparation of annual financial reports to include: Profit & Loss, YTD Profit & Loss, Balance Sheet and a General Ledger.
- Organize all bookkeeping / financial documents in an audit ready fashion.
- The delivery of bookkeeping / financial documents shall be ready on the website user management portal.

Sales & Use Tax Returns Reporting

- Prepare your State Sales & Use Tax Returns using information that you provide to us.
- The delivery of your State Sales & Use Tax Returns shall be ready on the website user management portal within 2 business days of the reporting deadline set forth by your State.

Income Tax Return Preparation

- Prepare your annual Business Income Tax Return using information that you provide to us.
- E-file your annual Business Income Tax Return after all necessary authorization forms are signed and the Tax Return files are reviewed and signed off by you.

Payroll Tax Return Reporting

- Calculate payroll for your employees and contractors using information you provide to us.
- Calculate federal and state payroll tax deposits, and make deposit through Internal Revenue Services (IRS) Electronic Federal Tax Payment System (EFTPS).
- Prepare federal and state payroll tax forms as required.
- Prepare Form W-2 at the yearend.
- Prepare Form 1099 at the yearend if applicable.

Real-time Tax Consulting

- Provide accounting and tax guidance on all services mentioned above through email, or phone calls.

GROWING ENTERPRISE PLAN

Bookkeeping

- Input and reconciliation of all banking transactions for all business bank accounts linked using Plaid API on the website user management portal.
- Input of all credit card transactions for all business credit card accounts linked using Plaid API on the website user management portal.
- Preparation of annual financial reports to include: Profit & Loss, YTD Profit & Loss, Balance Sheet and a General Ledger.
- Organize all bookkeeping / financial documents in an audit ready fashion.
- The delivery of bookkeeping / financial documents shall be ready on the website user management portal.

Sales & Use Tax Returns Reporting

- Prepare your State Sales & Use Tax Returns using information that you provide to us.
- The delivery of your State Sales & Use Tax Returns shall be ready on the website user management portal within 2 business days of the reporting deadline set forth by your State.

Income Tax Return Preparation

- Prepare your annual Business Income Tax Return using information that you provide to us.
- E-file your annual Business Income Tax Return after all necessary authorization forms are signed and the Tax Return files are reviewed and signed off by you.

Payroll Tax Return Reporting

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- Prepare Form 1099 at the yearend if applicable.

Real-time Tax Consulting

- Provide accounting and tax guidance on all services mentioned above through email, or phone calls.

EXHIBIT B - LIMITATION OF OUR SERVICES

Our engagement is limited to the period and the accounting services indicated above.

This engagement does not include business management. We will not review the payment of any invoices or bills. If an amount appears unusual or out of the ordinary, we will call it to your attention, but we do not take any responsibility in the discovery of any errors, irregularities, or fraud.

This engagement will not audit or review your financial statements, or any other accounting documents and information you provide, in accordance with generally accepted auditing standards. Accordingly, we ask that you not in any manner refer to this as an audit or review.

We will not verify the data you submit for accuracy or completeness. Rather, we will rely on the accuracy and completeness of the documents and information you provide to us. Accordingly, our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist. However, it may be necessary to ask you for clarification of some of the information you provide, and we will inform you of any material errors, fraud or other illegal acts that come to our attention, unless they are clearly inconsequential.

We have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal controls as part of this engagement, and our engagement cannot, therefore be relied upon to make disclosure of such matters.