



STEFFORIA | PETIK | CARLSON
CERTIFIED PUBLIC ACCOUNTANTS

Billing Policy of Stefforia, Petik & Carlson, CPAs

Our fees for services rendered will be based on actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we encounter events which cause us to believe we will exceed this amount, we will inform you immediately.

Our invoices for services will be issued each month as work progresses and are payable on presentation. In the event that you do not pay the invoice when due, a service charge of one (1%) percent of the balance owed per month will be added to all past due amounts. If significant additional time is necessary, we will discuss it with the client and arrive at a new fee estimate before we incur the additional costs.

Billings become delinquent if not paid within 30 days of the invoice date. If billings are not paid within 30 days of the invoice date, at our election, we will stop all work until your account is brought current, or we will withdraw from the engagement (any fees for services provided to the point of withdrawal are payable). Client acknowledges and agrees that we are not required to continue work in the event of a failure to pay on a timely basis for services rendered as required by our engagement letter.

In the event of a dispute related in any way to our services, the firm and client agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve it. Either party may apply to the Washtenaw County Circuit Court for appointment of a mediator. All parties will share the mediator's fees and expenses equally. We will otherwise bear our own attorney fees and costs of the mediation.

Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be suspended for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute.

We are able to provide you with business advice but are not obligated to do so unless you request us to perform a specific service. It is our policy to put all advice on which a client intends to rely in writing. We believe that is necessary to avoid confusion and to make clear the specific nature and limitations of our advice. You should not rely on any advice that has not been put in writing by our firm.