

EliteBook Solution

Terms & Conditions

[Company Logo Here]

Effective Date: September 24, 2025

EliteBook Solution

2401 Fountain View Drive, Ste 464-1206, Houston, TX 77057

These Terms govern your use of EliteBook Solution's services, including bookkeeping, advisory, and tax preparation services (effective November 2025).

1. Services

EliteBook Solution provides:

- Bookkeeping and financial reporting.
- Advisory services for budgeting, forecasting, and cash flow.
- Tax services (starting November 2025): tax-ready books, filings, year-end closings, coordination with CPAs, IRS/State compliance.

2. Client Responsibilities

- Provide complete, accurate, and timely financial/tax information.
- Maintain all required supporting documentation.
- Review returns and filings before submission.
- Remain responsible for ultimate tax compliance and liabilities.

3. Fees & Payment

- Fees are set forth in service agreements.
- Tax preparation fees may vary by complexity.
- Late payments may result in penalties, interest, or suspension of services.

4. Confidentiality

We treat all client financial and tax data with strict confidentiality, disclosing only when legally required or authorized.

5. Limitation of Liability

- We are not liable for penalties, interest, or tax assessments arising from inaccurate or incomplete information provided by the client.
- Our liability is limited to the amount paid for the service in question.

6. Termination

Either party may terminate with written notice. Client remains responsible for outstanding balances.

7. Governing Law

These Terms are governed by Texas law.

8. Contact Information

EliteBook Solution

2401 Fountain View Drive, Ste 464-1206, Houston, TX 77057

■ info@elitebooksolution.com

■ (Insert phone number)