

EXHIBIT A – SCHEDULE OF SERVICES

Frequency	Service
	Set up the books of the company on QuickBooks Enterprise and set up the hosted QuickBooks service in our datacenter for two users.
	Set up accounts for electronic payment of payroll taxes (federal and state)
	Set up merchant services accounts for processing credit cards within QuickBooks
	Set up sales tax accounts and electronic filing and payments as necessary
	Conference with owners regarding chart of accounts and other setup issues
	Provide QuickBooks training customized for the user in the Client file including documentation of any non-standard procedures. Training sessions will be up to two hours each and will be held at TMG.
	Prepare sales tax returns
	Prepare TABC tax returns
	Vendor information reporting (1099s)
	Reconcile bank and credit card statements
	Reconcile credit card deposit reports and statements
	Setup Intuit QuickBooks Assisted Payroll service
	Review payroll tax reports prepared by outside services
	Fixed asset tracking and depreciation schedules
	Entry of monthly budgets to accounting system – Budget provided by Client.
	Examine the company books and make adjustments as necessary to properly reflect income in accordance with generally accepted accounting principles
	Additional financial reporting – operational analysis (Statement Sense report)
	Conference with company managers to review financial reports (2-3 hours)
	Preparation of corporate federal and state income tax estimates
	Maintain and produce commission reports
	Prepare the corporate federal income & Texas franchise tax returns for the year ended December 31, 2010, and thereafter
	Preparation of individual federal and state income tax returns for the year ended December 31, 2010, and thereafter.
	Prepare the personal property renditions for county ad valorem taxes

EXHIBIT C – ADDITIONAL SERVICES

Frequency	Service
As requested	Prepare additional information for outside parties (bankers, attorneys, investors, etc.) as required and requested by you.
As requested	Be available for consultations on a continuing basis and as needed to provide assistance in the management and financial affairs of the business and preparation of business plans and financing packages.
As requested	Preparation of budgets and cash flow projections.
As requested	Preparation of company federal and state income tax returns for years not identified in exhibit A.
As requested	Preparation of federal and state income tax returns for related entities and holding companies not identified in Exhibit F.
As requested	Corporate compliance – Attend and record minutes at annual directors and board meetings and provide guidance regarding documentation required to support tax returns.
As requested	Assistance in the selection and implementation of add-on business management software packages to integrate with QuickBooks or other accounting systems.
As requested	Training and consultations regarding the operation of the accounting software.
As requested	Technical support and troubleshooting of accounting software and other applications.
As requested	Development of policies and procedures for accounting, finance, personnel, etc.
As requested	Any services not specifically identified in Exhibit A or B will be provided on request and will be billed at standard hourly rates.
As requested	Sale of Company. In the event client wishes to sell the company or a substantial portion of the company assets, TMG will provide to client assistance in the provision of information, tax planning, contract review, attorney communications, and assistance with the sale of the company after a bona fide letter of intent to purchase is received from a buyer, for a fee mutually agreed upon by both parties, to be paid at closing.