

Four week guarantee for the preparation of annual accounts!

From 1st April 2009, we are offering client's the opportunity of a four week guarantee for the preparation of special purpose annual accounts.

What is our guarantee to you...?

Should we fail to meet our four week turnaround guarantee, providing you have met the terms and conditions of the guarantee (*detailed below*), **we will provide you with a gift to the value of \$100** (e.g.: \$100 meal voucher, \$100 petrol vouchers, \$100 supermarket voucher).

On completion of the finalising of your accounts, we will inform you of whether or not the guarantee is invoked.

Terms & Conditions

1. You must provide us with the **completed and signed annual questionnaire**.
The annual questionnaire:
 - a) Sets out the terms of engagement for work to be undertaken
 - b) Provides us with the necessary authorisation to deal with the IRD and other external parties on your behalf.
 - c) Provides you with a checklist for ensuring you present us with all relevant information.
2. **Complete records must be brought in during the allocated month** (or by mutual agreement for an earlier or later date if required). If records are not brought in during the allocated month, a new allocated month will be set at the discretion of Kelly & Bryant.
3. **Four week turnaround is equal to 20 working days**. Not included in the 20 working days is any amount of time that we are waiting for you (or another external party on your behalf) to answer queries or present us with any further information that has been requested. Also excluded is any time lag between you and the relevant partner meeting to discuss draft accounts.
4. **You must agree to and sign-off** on any quote provided for work to be undertaken.
5. **This guarantee will not apply if you have fees outstanding** with us beyond the current month where a formal agreement of regular payments is not in place (e.g. A.P).

Notes to Terms & Conditions

Complete Records

- All relevant information must be provided by you prior to commencement of the job (e.g. bank statements, creditors, debtors, loan statements etc). If you are a new Client, we must also have received all required information from your prior Accountant if applicable.

Records must be presented in a tidy manner. We encourage you to make use of the Client records folders we have available.

§ We ask you to attend an initial meeting with a member of our Staff, prior to commencement of the job, to go through the records-in checklist, review the quote, relay any issues which may significantly impact the job and sign off the Terms & Conditions of the guarantee¹

More than One Entity

- Where a job involves a group of entities, the guarantee applies to each individual entity i.e. each entity would be covered separately by the guarantee in a case whereby we fail to meet the guarantee for any of the individual entities.
- On the reverse of this, you must adhere to the Terms & Conditions for each individual entity for the guarantee to be applied to any of the entities. Prior to the commencement of the job, the entities included in the guarantee must be mutually agreed on and signed off by both parties.

Definitions

From 1st April 2009

This guarantee will apply to 2009 annual accounts onwards, prepared after 31 March 2009.

Working day

Refers to standard office operating days and excludes: weekend days, statutory holidays and annual Christmas/New Year shutdown period.

Special purpose annual accounts

Annual accounts tailored to meet the specific information needs of a particular user (i.e. primarily those used for the preparation of tax returns).

You

The Client.

Us/we/our

Kelly & Bryant Chartered Accountants Ltd.

Entities covered under this guarantee (please list below)

Date: _____

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

Client signature(s): _____

Staff member's signature: _____

1. It is our internal policy to meet all Clients prior to the commencement of the job. We find this saves a lot of time and hassle further down the track. Waiving this policy will be at our discretion with consideration given to any mitigating circumstances.

* These terms and conditions may be subject to change. We reserve the right to amend these terms and conditions at our discretion. A copy of the terms and conditions can be found on www.kb.co.nz.

* The four week guarantee for the preparation of special purpose annual accounts does not apply to all clients. If you would like further explanation on this point please contact our office.