

Simply Accounts

Standard Terms and Conditions of Business

Fees

1. Some of the services we provide are offered on a fixed fee retainer basis. Our fixed fee retainer rates and all our other charges may be increased by us periodically and normally will be reviewed annually by us in this regard.
2. All of our fixed fee retainer services are offered on the basis that our fees will be paid monthly by Direct Debit. Interest will be charged on a daily basis at 2% over the Royal Bank of Scotland base rate from time to time from the due date in cases where payment is not made by on time.
3. Our retainer fees as published from time to time do not include Value Added Tax (VAT). We will add VAT to these at the rate that applies when the tax point arises.
4. We may pay various expenses on behalf of clients from time to time, including but not limited to Companies House fees. Although we may routinely advance funds to our clients for the payment of such disbursements we have no obligation to make such payments unless you have provided us in advance with the funds for that purpose. VAT is payable on certain disbursements.
5. All our charges, save for our fixed price services, will be billed at appropriate intervals during the course of the year and will be due on presentation of our invoice.
6. If work is required which is outside the scope of this letter, for example dealing with HM Revenue & Customs enquiries into the tax return, then if we agree to provide such additional services they will be the subject of a separate engagement letter for which additional fees will be chargeable.
7. We may terminate our engagement and cease acting if payment of any fees billed is unduly delayed.
8. We shall be entitled to set off and apply any tax refunds or other monies we receive on your behalf against any amounts owing by you to us.

Duration and Termination

1. Our engagement may be terminated by you by giving us at least one (1) months' notice in writing. Any such notice must expire on a month end date and not before e.g. to terminate our engagement on 31 December you must serve written notice on us to that effect by the preceding 30 November at the latest.
2. Please note that if you terminate our engagement prior to any of your tax or accounting returns falling due you may still have to file those yourself or engage another accountancy service provider to do so on your behalf. For example, if during the second year of our engagement you terminate 9 months into the year you will still be obliged to file a corporation tax return for that second 12 month period, if you have traded during it.
3. If we decide to stop acting for you, for example if you do not pay our bill, or you persistently fail to give us proper instructions we will give you notice in writing.
4. Termination of our agreement shall not release you from your obligation to pay our charges for the minimum period applicable.

Postage

1. We will invoice postage costs for all recorded deliveries and where necessary. This will generally be rounded up to the nearest £5 plus VAT.
2. We do not accept responsibility for any lost post whether sent by standard or recorded delivery.