

Terms & Conditions v1.0

Business Support Shop (hereinafter known as BSS) will, for an agreed monthly fee: -

Act as your sole Bookkeeper and Business Services adviser.

We will receive your chequebook, bank statements and invoices monthly, enter information electronically into your specific related account with BSS including all income and expenses, deposits and adjusting entries needed for that month. BSS will then send you a report each month with any relevant recommendations BSS feels may help improve efficiency and business performance.

Provide on-going advice and guidance to you and your business throughout the time of our engagement as well as having your annual accounts drawn up (if formally agreed as included in monthly fee) by our sister firm of qualified accountants at **The Accountancy Practice**, you will also have the opportunity to liaise directly with a qualified accountant at this time.

Provide you with access at all times to relevant businesses on the **BSS Approved Panel of Support Businesses** at no extra cost to you.

Not increase your monthly fee for one year unless your activity as a client increases substantially.

Money Laundering: To help us guard against financial crime we are obliged to comply with the Money Laundering Regulations 2007, the Proceeds of Crime Act 2002, and the Terrorism Act 2000. These require us to carry out identity verification checks before allowing use of the Service. We may request and retain from you such information and documentation as we require for these purposes and/or make searches of appropriate databases and to report, in accordance with the relevant legislation and regulations. If we cannot adequately confirm your identification in accordance with this legislation we reserve the right to refuse you use of the Service. We have a duty under section 330 of the Proceeds of Crime Act 2002 to report to the Serious Organised Crime Agency (SOCA) if we know, or have reasonable cause to suspect, that you or anyone connected with your business are or have been involved in money laundering. Failure on our part to make a report where we have knowledge or reasonable grounds for suspicion would constitute a criminal offence.

Data Protection: We confirm that we will comply with the provisions of the Data Protection Act 1998 when processing personal data about you and your family. In order to carry out the services of this engagement and for related purposes such as updating the enhancing our client records, analysis for management purposes and statutory returns, legal and regulatory compliance and crime prevention we may obtain, process, use and disclose personal data about you

For any Specialised Services you will be required to accept a letter of engagement from **The Accountancy Practice** who will accept instructions to act for you on the basis that they will act in accordance with the above guidelines.

You as the client agree to: -

Provide BSS with true and complete information necessary to allow BSS to perform its services as stated.

Pay your agreed monthly fee by regular monthly standing order and in advance

Pay a one off set up fee (currently £50) to allow your account to be registered on the BSS system. If you subsequently disengage the services of BSS in the future, you will be given a compact disc containing all your information.

Not hold BSS liable or responsible for any claims or damages from whomsoever arising out of or attributable to the operations or performance of services for or on behalf of you, as the client, by BSS. In any event, any liability of BSS for any matters shall be limited to the amount of losses, damages, costs and expenses caused by its negligence or wilful default. BSS will not be liable if such losses, penalties, surcharges, interest or additional tax liabilities are due to the acts or omissions of any other person or due to the provision to it of incomplete, misleading or false information or if they are due to a failure to act on its advice or a failure to provide it with relevant information. BSS will not be liable to you for any delay or failure to perform its obligations if the delay or failure is caused by circumstances outside BSS's reasonable control. BSS will not be responsible or liable for any loss, damage or expense incurred or sustained if information material to the service it is providing is withheld or concealed from it or misrepresented to it. This applies equally to fraudulent acts, misrepresentation or wilful default on the part of any party to the transaction and their directors, officers, employees, agents or advisers.

The relevant agreed monthly fee is for the provision of bookkeeping and business services, any other requirement over and above bookkeeping and business services will be charged at an agreed rate as per the BSS menu of ancillary charges.

A party to this agreement is the only person who has the right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms.