



A CERTIFIED PUBLIC ACCOUNTING FIRM
2395 SOUTH HURON PARKWAY, SUITE 100
ANN ARBOR, MI 48104-5170

PKK TERMS AND CONDITIONS DISCLOSURE (ENTITY)

1. COMMENCEMENT DATE

Commencement date shall be defined as the date of the proposal, engagement or other signed document when it is received by PKK office for recording. At PKK's discretion work may begin prior to the receipt of a signed contract. The Client would be bound by PKK Terms and Conditions if the Client's actions or verbal agreement requested work to be performed.

2. BILLINGS

If the basis for fee determination is "Time & Materials", billings will be based on PKK's standard charges for actual time expended. All materials, travel, and other out-of-pocket expenses will be billed at cost. Mileage and computer costs will be billed at PKK's standard rates, with travel time being charged portal to portal. Some projects may be billed at a standard or fixed rate. Please review your company's proposal, engagement or service letter to see if these types of charges apply.

Partner: \$ 185 - \$ 235/hr Staff: \$ 60 - \$ 90/hr
Manager: \$ 130 - \$ 200/hr Admin: \$ 40 - \$ 60/hr
Senior: \$ 90 - \$ 125/hr

3. PAYMENT

- a) Payment in full for work performed is expected when invoice is presented.
b) Subsequent payment, if any, is due upon receipt of invoice. All amounts unpaid after thirty (30) days from the invoice date will be charged a late fee of one percent (1%) per month, or twelve percent (12%) annually.
c) The Client shall provide PKK with a clear, written statement, within twenty-five (25) days from the invoice date, of any objections to the invoice or any portion or element thereof.
d) Each Non Sufficient Funds (NSF) check will be charged an additional \$25 fee.
e) PKK will not release any information legally belonging to PKK, which PKK is otherwise legally entitled to retain, until all invoice balances have been satisfied.
f) The Client has the obligation to pay for all services performed under this Agreement. No deduction shall be made from any invoice based on claims the Client may assert against PKK nor shall any other sums be withheld from payments to PKK for any other cause or contingency.

3. PAYMENT (continued)

- g) Client agrees to pay all Governmental Registration, Recording and Permit fees.
h) The authorized person signing this Agreement hereby acknowledges and accepts personal liability for all entity indebtedness.
i) We reserve the right to require additional retainers at our discretion.
j) All new non-individual Clients will be required to sign a financial personal guarantee to pay for entity indebtedness.

4. NOTICE OF LIEN

PKK hereby notifies Client that it intends to utilize all available lien rights it may have in connection with its provision of services under this Agreement.

5. LIMITATION OF LIABILITY

IT IS EXPRESSLY AGREED THAT THE CLIENT'S MAXIMUM RECOVERY AGAINST PKK RELATING TO THE PROFESSIONAL SERVICES PERFORMED HEREUNDER, WHETHER IN CONTRACT, TORT OR OTHERWISE, IS THE AMOUNT OF PKK'S FEE AND THAT AN AWARD OF DAMAGES NOT TO EXCEED SUCH FEE IS CLIENT'S SOLE AND EXCLUSIVE REMEDY AGAINST PKK.

6. ENFORCEABILITY OF PROVISIONS

In the event that any one or more of the provisions of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.

The Client and, if the Client is acting for a principal in ordering work from PKK, then also the said principal, agrees to indemnify and hold PKK, its officers, employees, and agents harmless from any and all claims, suits, costs and expenses, including attorneys' fees, which are attributable to the negligence of the Client, its successors, employees, agents or invitees or which are related to this Agreement, or the work to be performed by PKK for which PKK is not expressly responsible hereunder.

Accepted:

The undersigned acknowledges receipt and understanding of this Agreement in its entirety.

Company Name

Signature of Officer of the Company

Date

Print Name and Title