

Acc Associates of Austin  
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## LETTER OF INTRODUCTION & TERMS OF SERVICE OVERVIEW

Dear Client,

Welcome, and thank you for choosing Acc Associates of Austin for your tax and accounting needs. We appreciate the opportunity to serve you and look forward to building a professional relationship based on trust, transparency, and clear communication.

We aim to be more than tax preparers. The more we get to know you as a person—not just a client—the better we can serve you. We strive to be easy to work with while remaining transparent with our fees and processes, as clarity maintains trust and inspires confidence.

Delivery of tax preparation documents to our firm constitutes acceptance of our terms of service and engagement policies. Returning clients reaffirm acceptance of these terms each year by submitting documents.

Our firm accepts only a limited number of new clients each tax year. We are not a volume-driven firm, as maintaining close client relationships is important to us. We appreciate referrals, but availability cannot be guaranteed.

We understand documents may occasionally be discovered later or remembered during our discussions. We allow reasonable time for such items, as this flexibility is part of what sets us apart.

Completed tax returns are provided electronically at no additional cost. If you prefer a paper copy, it will be included at the time of delivery at no extra charge.

Our base fee for a Form 1040 is \$550.00. Payment in full is required at delivery. Amendments and rework are billed separately and require payment prior to release.

We prefer change requests in writing to reduce human error, but verbal instructions and acknowledgments will be accepted when necessary.

We recognize that managing finances is personal, and we may not be the right fit for everyone. Should that occur, we will gladly return documents provided to us in our possession.

Sincerely,

Acc Associates of Austin

Circular 230 Disclosure:

Pursuant to U.S. Treasury Department Circular 230, any tax advice contained herein is not intended or written to be used for the purpose of avoiding penalties under the Internal Revenue Code.