

SERVICE LEVEL AGREEMENT

Annual Report Filing Services

This Service Level Agreement (hereinafter referred to as the "Agreement") is entered into and made effective as of _____ by and between:

Service Provider: _____

Address: _____

Client: _____

Address: _____

1. SCOPE OF SERVICES

The Service Provider agrees to perform annual report filing services for the Client's business entity/entities in the designated jurisdiction(s). These services include:

- Monitoring state database filing deadlines for the entities listed in Schedule A.
- Preparing the required annual, biennial, or periodic franchise tax and corporate reports.
- Submitting completed filings to the appropriate state government offices upon receiving necessary client approval and authorization.
- Advancing state filing fees on behalf of the Client (subject to reimbursement as specified herein).
- Providing copies of filed documents and confirmation receipts to the Client.

2. SERVICE LEVELS & RESPONSE TIMES

The Service Provider shall adhere to the following service standards:

Activity / Metric	Target Service Level / Deadline
Notification of Upcoming Filing Deadline	At least _____ days prior to the state deadline.
Draft Report Preparation & Review Delivery	Within _____ business days of receiving all necessary Client data.
Filing Submission to State Authorities	Within _____ business days following written Client approval.
Customer Support Response Time	Within _____ hours during standard business days.

3. CLIENT OBLIGATIONS

To ensure timely and accurate filings, the Client agrees to:

1. Provide complete, accurate, and updated entity information, including current officers, directors, registered agents, and financial information where required.
2. Respond to requests for information or approvals within _____ business days.
3. Provide written approval for filings and pay all associated state fees and service fees prior to the filing submission deadline.

The Service Provider shall not be held liable for penalties, late fees, or entity administrative dissolution resulting from the Client's failure to provide accurate information or timely approval.

4. FEES, EXPENSES, AND PAYMENT

The Client agrees to pay the Service Provider according to the following schedule:

- **Service Fee:** \$_____ per annual report filing.
- **State Filing Fees:** Passed through to the Client at actual cost.
- **Late / Rush Processing Fee (if applicable):** \$_____ for requests submitted within _____ days of the state filing deadline.

Invoices shall be paid within _____ days of the invoice date.

5. TERM & TERMINATION

This Agreement will commence on the effective date and will remain in effect for a period of _____. It shall automatically renew for successive terms unless either party provides written notice of non-renewal at least _____ days prior to the expiration of the current term.

6. LIMITATION OF LIABILITY

The Service Provider's total liability for any claims, losses, or damages arising out of this Agreement shall be limited to the amount of service fees paid by the Client to the Service Provider under this Agreement during the _____ months immediately preceding the event giving rise to liability.

EXECUTION OF AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Service Level Agreement as of the date first written above.

For Service Provider:

For Client:

Signature

Signature

Name (Printed)

Name (Printed)

Title

Title

Date

Date