

ANNUAL REPORT PREPARATION AND FILING CONTRACT

This Agreement is entered into as of _____, by and between:

Service Provider: _____

Address: _____

Email: _____

Client: _____

Address: _____

Email: _____

1. SCOPE OF SERVICES

The Service Provider agrees to prepare and file the Annual Report(s) for the Client in the following jurisdiction(s):

These services include gathering necessary corporate information, drafting the required annual filing forms, submitting the finalized forms to the appropriate governmental regulatory authorities, and providing confirmation of filing to the Client.

2. CLIENT OBLIGATIONS

The Client agrees to provide all necessary, accurate, and up-to-date corporate information, records, and signatures required for the preparation and filing of the Annual Report at least _____ business days prior to the official state filing deadline. The Service Provider shall not be held liable for any penalties, fees, or late status incurred due to the Client's failure to provide accurate information in a timely manner.

3. FEES AND PAYMENT

The Client shall pay the Service Provider a professional service fee of _____ for the preparation and filing services. This fee is:

Additionally, the Client shall be responsible for all applicable state filing fees, which amount to _____, to be paid in advance or reimbursed to the Service Provider upon invoice.

All payments are due within _____ days of the invoice date.

4. TERM AND TERMINATION

This Agreement shall commence on the date first written above and shall remain in effect until the specified Annual Report(s) have been successfully filed and confirmed, or until terminated by either party upon _____ days written notice. In the event of early termination, the Client shall compensate the Service Provider for all services rendered up to the date of termination.

5. LIMITATION OF LIABILITY

The Service Provider's total liability for any claims, losses, damages, or expenses arising under this Agreement shall not exceed the amount of the professional service fee actually paid by the Client to the Service Provider under this Agreement. Under no circumstances shall the Service Provider be liable for any indirect, consequential, or punitive damages.

6. CONFIDENTIALITY

The Service Provider agrees to maintain the strict confidentiality of all proprietary and sensitive financial or corporate information provided by the Client and shall not disclose such information to any third party except as required by law or necessary to execute the filings outlined in this Agreement.

7. GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of _____, without regard to its conflict of law principles.

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

SERVICE PROVIDER:

CLIENT:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date