

# PAYROLL SPECIALTIES, INC.

Payroll Services

COMPANY: \_\_\_\_\_ CLIENT # \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ DATE: \_\_\_\_\_  
 TITLE: \_\_\_\_\_

	One Time Setup/Fee	Per Payroll	Per Month
1. Number of Checks _____		\$ _____	\$ _____
2. Direct Deposit _____		\$ _____	\$ _____
3. Tax Service _____		\$ _____	\$ _____
4. Quarterly Service Charge _____		\$ _____	\$ _____
5. Master Link _____		\$ _____	\$ _____
6. _____		\$ _____	\$ _____
7. _____		\$ _____	\$ _____
8. New Hires _____			
9. Manual Check Calculation _____			
10. Certified Payroll _____		\$ _____	\$ _____
11. Signature Scan _____			
12. Additional States _____		\$ _____	\$ _____
13. W-2/Year End Reporting _____			
15. Company Setup _____			
<b>TOTAL ONE TIME SET-UP FEE</b>	\$ _____	<b>TOTAL per Month</b>	\$ _____

PAYROLL SPECIALTIES provides the Client with the following standard reports: Employee Worksheet, Attendance Register, Income Register, Deduction Register, Payroll Register, and Payroll Tax Register.

Client agrees that they will not hold PAYROLL SPECIALTIES in indemnity and PAYROLL SPECIALTIES assumes no liability other than the accuracy and timeliness of tax deposits and reports for providing payroll services. The forms and related services provided by PAYROLL SPECIALTIES are guaranteed to be accurate to the extent of the information provided to PAYROLL SPECIALTIES by the Client. In the event of error by PAYROLL SPECIALTIES, PAYROLL SPECIALTIES will correct the error at no additional cost. These services are provided with understanding that PAYROLL SPECIALTIES is not engaged in rendering legal, accounting or other professional services. Therefore, PAYROLL SPECIALTIES assumes no responsibility for claims arising from the use or implementation of the forms or related services supplied to the Client by PAYROLL SPECIALTIES.

INVOICES are due and payable upon receipt. Any account that is not current by the 20th will be subject to a \$5.00 service charge. All accounts 60 days in arrears may be placed on a service hold.

ALL NSF checks will be charged a minimum of \$25.00, up to a maximum of 3-times the check amount.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Payroll Specialties Representative

