

PREPARED FOR

Example Township (fictional), Example County, Illinois

Attention: Treasurer

FROM

Local Report Desk, a service of 1414618 B.C. Ltd.

British Columbia, Canada

{{postal_address}}

hello@localreportdesk.com · Business Number 716678545

What we prepare

WORK	FIXED PRICE
Catch-up, up to three late years - The annual financial report for each late year, prepared from your records - Every total checked against your bank statements - Filing notes for Comptroller Connect, year by year - A one-page fee statement for your board - A list of anything your records could not settle, with what we assumed and why	US\$3,200
Total, US dollars	US\$3,200

Not included

- Audits, which must be done by a licensed CPA. We are not a CPA firm.
- Legal or accounting advice, or a decision on which audit route applies
- Board resolutions or ordinances
- Logging in or filing for you
- Requests to reduce fees; the Comptroller explains how after you file

Who does what

- We prepare each report from your records and check every total against your bank statements.
- Your officer reviews each report, signs, and files it in Comptroller Connect with your own login.
- Your board decides which audit route applies and holds any vote the route requires.
- An optional second check by an experienced governmental bookkeeper is quoted separately if you want it.

Timing and payment

Delivery	Friday, November 20, 2026, provided your records for all three years reach us by Friday, November 6, 2026.
Payment	Invoice after delivery, net 30. Nothing to pay before you have the work.
How to pay	ACH bank transfer or check, in US dollars. Payment details are on the invoice.
Tax form	We are a Canadian corporation, so we give US payers IRS Form W-8BEN-E instead of a W-9. It comes with the invoice, or sooner on request.
Vendor forms	Send us your vendor or supplier forms and we complete them.

To accept: reply "yes" to the email this quote came with, or send a purchase order that quotes LRD-Q-2026-0001. This quote is valid until November 13, 2026.

Questions: hello@localreportdesk.com

Terms in short: we prepare the documents; your organization reviews, signs and files them. We give no legal or accounting advice and we never contact a regulator for you. If a regulator returns a filing we prepared for a reason inside this scope, we fix it free. Either side may end the work before it starts, with a full refund of anything paid. Our liability is capped at the fees paid, and British Columbia law governs. The full terms are in our service agreement, sent with this quote.

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