



431 NW Franklin Ave, Suite 1
Bend, OR 97701

(541) 317-0100
Fax (888) 889-6384
(888) 757-6768

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 _____			
TOTAL ONE TIME SET-UP FEE	\$ _____	TOTAL per Month	\$ _____

PRECISELY PAYROLL 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 PRECISELY PAYROLL in indemnity and PRECISELY PAYROLL 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 PRECISELY PAYROLL are guaranteed to be accurate to the extent of the information provided to PRECISELY PAYROLL by the Client. In the event of error by PRECISELY PAYROLL, PRECISELY PAYROLL will correct the error at no additional cost. These services are provided with understanding that PRECISELY PAYROLL is not engaged in rendering legal, accounting or other professional services. Therefore, PRECISELY PAYROLL assumes no responsibility for claims arising from the use or implementation of the forms or related services supplied to the Client by PRECISELY PAYROLL.

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

Precisely Payroll Representative