

Date

Client Name  
Client Address  
Client Address  
City / State / Zip



TEdec  
Systems,  
Inc.

**RE: ENGAGEMENT LETTER**

Dear **Client Name**,

This letter will serve as the engagement of TEdec Systems, Inc. (TEdec) to prepare a fiduciary accounting for the **Entity Name**. TEdec will prepare the accounting in accordance with the specifications as stated on our website under TEdec Service Bureau and included by attachment, which are incorporated as if fully set forth herein. These specifications include how TEdec will report transactions affecting securities with multiple lots (FIFO is the TEdec default) – if you want TEdec to match fiduciary cost basis to tax cost basis for individual lots of a security, then this can be done, but at a much higher cost in preparation of the accounting. As a general rule, it is not necessary to match fiduciary cost basis to tax cost basis, unless you are using TEdec to prepare the fiduciary income tax returns.

It will be the obligation of the fiduciary(ies) or the attorney(s) representing the fiduciary(ies) to advise TEdec of the following:

1. The date which is the starting point of the entity(ies), the date of death and/or the date that the entity is created, along with a copy of the pertinent document(s), i.e. will, trust, etc.
2. A complete listing of all transactional information, i.e. bank records, brokerage firm account records, etc., from the starting position of the respective entity to its conclusion or the end date of the accounting. Missing information may result in unusual delays and increased costs.
3. For each insurance policy paid to an entity, an IRS Form 712 or equivalent information.
4. Copy of the Estate Tax Return for the decedent, if applicable.
5. Any equitable adjustment that the attorney(s) deem appropriate.
6. Other information as may be requested on a timely basis.

We are engaged upon the following basis:

- ☒ Master File Setup fee for each entity of \$250.00.  
This may be waived if TEdec receives from a TEdec user a TEdec ZIP file for the entity (which is generated from the TEdec program) with all folders in the Masterfile completed and all transactions entered for the set-up of all beneficiaries.

The following paragraphs shall apply as indicated:

- ☒ If TEdec is performing services on an **hourly basis**, then the following paragraphs shall apply:
  - A. For data entry services TEdec will charge at the rate of \$95.00 per hour (when the rate changes, you will receive notice prior thereto).
  - B. For research and/or services other than normal review services (the latter of which is included in the above hourly rate), TEdec will charge at the normal billing rate for the attorney involved which services



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will be coordinated with the attorneys for the fiduciary(ies) on an ad hoc project basis.

- C. An advance fee deposit will be requested prior to the time that services are rendered; additional advance fee(s) as may be requested and each is to be paid within 30 days of the billing date. The final billing, if requested in writing or by email from the client, will show a detail of the setup fee and all data entry services charged to the case.
  - D. Recognizing that it is the responsibility of the fiduciary to prepare and file an accounting of his/her acts as such fiduciary, if for any reason other than fault of TEdec, if the court (having jurisdiction over the matter) does not allow the estate to pay the TEdec invoices in full, then the fiduciary shall pay the same or the balance of same from the fiduciary commissions that the fiduciary would otherwise be entitled to.
- If the accounting services are based upon a **flat fee or quote** (the “contract amount”), then the following provisions apply:
- A. All documentation must be available for review at the time of the quote. If additional documentation is required or made available at a later time, an adjustment to the quote will be made, which will be agreed to by the parties in an exchange of e-mails, which by reference will be incorporated herein.
  - B. The contract amount shall apply to data entry services only and not to legal research and/or services other than normal supervisory services, which will be agreed to separately.
  - C. The contract amount and provisions for payment thereof, including retainers and additional retainers, will be specified in a separate writing (exchange of e-mail will be deemed sufficient), which by reference are incorporated herein.

Our **normal data destruction policy** concerning cases that are completed and closed will apply to this case, unless there is a written agreement to the contrary. **Our policy is:** upon a final billing and confirmation from you or your attorney that the case is concluded, i.e. that you do not anticipate any further service work from TEdec for this case, then after six months from that date TEdec may destroy, in the sole discretion of TEdec, all paper and/or electronic data referencing or pertaining to this case without further notice. It is the sole responsibility for you (the fiduciary or the fiduciary's attorney) to maintain all paper and electronic records for this case.

Should you have any questions regarding the above, please do not hesitate to call us.

Yours truly,

By signing, I agree to the above.

*Rose M. LaQuay*

Service Manager  
TEdec Systems, Inc.

*date:* \_\_\_\_\_

**Client Name**