

SERVICES AND GENERAL PRICES:

This info is on our website on the page entitled Bookkeeping, Accounting and Income Tax Services.

FASTTAX GUARANTEES TO PROVIDE YOU THE MOST REASONABLE PRICE, PROFESSIONAL AND TIMELY WORK WITH THE POSSIBILITY TO KEEP MOST OF YOUR HARD EARNED DOLLAR AND REDUCE WHAT YOU PAY OUT TO OTHERS IN TAXES.

During your books and taxes is our business, this allows you to have your taxes professionally done to obtain the most credits from all levels of government and/or to do what you do best "working your business for profit." Think profit, success and more time to do what you love doing best **"making money and being comfortable."**

LOCATION AND CONTACT:

Location: 337 Parkin Circle

Ottawa, ON K1T 4G6
or

163 Rochester Street, Suite 2A
Ottawa, ON

office being established at this location soon)

Why Choose FASTTAX Preparation Services?

FASTTAX has experience in a wide range of tax and accounting services. We are a division of REEVES Intercontinental Services Inc., a Canadian owned service company with community roots in Ottawa, Ontario, Canada and have been offering professional and quality services since 1996.

Our objective is to review any old return for possible errors, prepare an accurate return, and make sure that you receive the credits from the different levels of government that are entitled to you.

FASTTAX strives to exceed the expectation of our clients in everyway. We will provide satisfaction in a professional manner. The well being and success of our clients are vital to our operations. The embedment of timely productivity, and services with accuracy, and professionalism shall at all time be the core of our business.

We're always ready and willing to discuss your needs or provide you information 24 hours daily. Contact FASTTAX Preparation Services offices or visit our website at www.fasttax.ca for further details.

337 Parkin Circle
Ottawa, Ontario
CANADA K1T 4G6

Phone: 613-526-9098
Fax: 613-526-9099
Fax: 613-263-4178 (confidential)
Tollfree: 866-6REEVES (73-3837)
E-mail:
customerservices@reevesintercontinentalservicesinc.com
Website: www.fasttax.ca

*Filing your
tax and doing
your books
have never
been easier*

" Think profit, success and more time to do what you love doing best **"making money and being comfortable."**

CORPORATE PROFILE:

FASTTAX Preparation Services was launched in August 1996 in Dartmouth, Nova Scotia. It is a division of REEVES Intercontinental Services Inc., a Canadian owned service company with community roots in Ottawa. REEVES Intercontinental Services relocated from Nova Scotia in October 1997, and continued to professionally serve the public.

After our mother company operated as a partnership for many years, it incorporated in April 2002 under the name REEVES Intercontinental Services Inc. Our decision to incorporate was based in part on our expansion strategy. Our focus is presently to develop more proficient means to do your bookkeeping and accounting, and effective tools, and know how to prepare and file your income tax returns.

The initial services provided during our inception were the preparation of income taxes and computerize Bookkeeping. We subsequently diversified our services to include Net-filing, E-Filing and Discounting of Tax Returns, etc.

We continue to grow in personnel and expand in services. This has enabled us to be cost effective, and more efficient.

PERSONNEL:

FASTTAX Preparation Services has a combined personnel professional background in Tax preparation, Accounting, Finance, Management and Administration. These personnel make up a capable team with more than 24 years experience.

These personnel have worked in Europe, Africa and North America including Canada. Employment has been with Governments, Non-Governmental Organizations, Private Industry, and etc.

FASTTAX Preparation Services

FASTTAX Preparation Services



Tel: 613-526-9098

Our clients are the most important part of our company

SUMMARY AND PROPOSAL:

The members of our team have been doing bookkeeping and accounting for more than twenty-four years and taxes for more than ten years. The cliental of FASTTAX Preparation Services for bookkeeping and accounting and tax preparation include corporations, small businesses, Not-for-profit and Charitable organizations and individuals.

Should you be interested in our services for Tax Preparation and/or Bookkeeping and Accounting and/or willing to refer some of your cliental to us, we will be happy to discuss and offer the following.

Our services include:

Tax Preparation and filing (corporate, small business and personal)

We at FASTTAX are in the position to:

- a. *negotiate services to pick up your documents/slips*
- b. *drop off your completed tax return and documents/slips*
- c. *negotiate services of completing the tax return at your home*
- d. *have you drop off your documents/ slips etc. at our offices to be completed and returned to you for signature*
- e. *e-file and/or discount your tax return (we are not offering this in 2007) but may be reviewed depending on the cliental*
- f. *possibly mail your completed and signed tax return to CRA*

Bookkeeping and Accounting

At **FASTTAX** Preparation Services, we need to better understand what and how you or your clients (the person you will refer) do business. By understanding your business operations, we should be able to provide you the right package and price. Therefore, we will welcome the opportunity to meet with you or your clients to assess the workload and to discuss in detail what we can offer you or your clients by way of services and price.

a. Payroll completion and filing

- Prepare the payroll for your staff per your pay period
- Issue pay slips for you to write cheques
- Prepare Payroll Return to be filed as required
- File monthly returns with payments to CRA
- Issue T4s to staff at year end
- File T4 Return to CRA

b. GST completion and filing

- Calculate monthly or periodic GST returns for filing
- File returns with payments to CRA

c. PST completion and filing

- Calculate monthly or periodic PST returns for filing
- File returns with payments to Ministry of Finance, Ontario

d. WSI completion and filing

- Calculate monthly or periodic WSI returns for filing
- File monthly or periodic returns with payments to WSIB

f. Will negotiate working on site (your

business location) and/or off site at our office. NB: Most of our clients do both or have documents ready for us to pick up or they deliver to us to work at our office.

- g. We at **FASTTAX** Preparation Services are **QuickBooks ProAdvisor**. We use the Accounting software QuickBooks to perform Bookkeeping and Accounting for our clients and the Tax software Profile to complete Income Tax Returns for our clients.

FASTTAX is positive that we will be in the position to exceed the quality of work performed by your present or past Bookkeeper/Accountant or Tax preparer. Also, when it comes to price, we offer the most reasonable price and willing to negotiate to match any price.

If an agreement is reached between your company or your clients and **FASTTAX** Preparation Services to do bookkeeping, accounting and taxes, we will be in the position to start immediately. Your account will be assigned to a qualified professional who may be reached at any of our coordinatates at anytime.

Prices for Personal Income Tax Return Services

- Basic Personal Tax Returns: from \$30.00
- New Immigrant Tax Returns: \$15.00
- Senior Income Tax Returns: from \$25.00
- Student Income Tax Returns: \$15.00
- Person on government assistance from \$25.00

Prices for Business (other) & Corporate Income Tax Return Services

- Corporate Returns (T2 and CT23) \$400.00
- Charity Returns \$350.00
- Rental Income Tax Returns \$45.00
- Small Business Returns \$55.00

- Professional Tax Returns \$55.00
- Commission Tax Returns \$55.00
- Farming & Fishing Returns \$55.00

Prices for Bookkeeping and Accounting Services

- Bookkeeping & Accounting (average monthly or hourly fee \$50)
- Payroll, GST, PST, WSI processing and filing (ask for price)
- Business Registration (base on work load) (ask for price)

Speak with one of our professional about combining all or part of your Bookkeeping and Accounting, Payroll, Sale Taxes and Corporate Tax Return services as a package for one monthly, quarterly or yearly fee.

Note:

A Complex Income Tax Return will be assessed upon receipt of documents (slips, receipts, etc. and price based on time)

All prices are negotiated after reviewing workload and business activities and transactions to determine workload.

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