December 1, 2015

The Management

7Elements Wellness Corporation

City of Sta. Rosa, Laguna

Gentlemen:

Good Day.

This is to formally submit my proposal to provide the following services for your company.

A. Preparation of Bureau of Internal Revenue ( BIR ) reports such as:  
    
   1. Quarterly  Income Tax Returns;   
    
   2. Monthly Percentage Tax Return;

3. Monthly Withholding on Creditable Income Taxes Withheld;

4. Monthly Withholding Tax on Compensation;

5. Annual Withholding on Compensation ;and

6. Annual Withholding on Creditable Tax.

B. Bookkeeping Services

1. Sales Book;

2. Disbursement Book;

3. Ledgers;and

4. Journals

C. Consultation on accounting/tax related matters.

D. Actual Financial Reports ( Monthly )

Monthly Income Statement

Cash Flow Statement

Balance Sheet

My monthly retainer fee for the above services **( A-C )** is P5,000.00 ( net of all applicable taxes). Additional Php1,500.00 for the actual monthly financial reporting (D).

Aside from the above, I am also offering value added services such as but not limited to the following:

1. General Information Sheet (GIS) to SEC P2,000.00

2. Annual Audit and ITR Preparations/Schedules :

Annual Income Tax Return

Balance Sheet

Income Statement

Cash Flow Statement

Statement of Changes in Equity

Notes to Financial Statements

( BIR and SEC Requirements) 25,000.00

Other services are separately charged and covered by a different engagement letter.

I am hoping we can discuss further details of the above matters anytime at your convenience. You may contact me at 0933-218-9353.

Thank you very much and I am looking forward to be of service to your company.

Yours truly,

MA. PAMELA C. CASTILLO