



\_\_\_\_\_, 2021

Client Individual Name:  
 Client Business Name:  
 Client Business Address:  
 Client City, State and Zip:  
 Client Email Address:  
 Client Telephone:  
 PPP Lending Institution:  
 Amount and Date of Loan Funding:

Dear Client:

Armanino LLP (“**Armanino**,” “**we**” or “**us**”) is pleased to provide the services described below (collectively, the “**Services**”) to the above-named Client (“**Client**” or “**you**”). The Services are subject to the terms and conditions of this engagement letter and the Terms & Conditions for Professional Services, located at <http://www.armaninollp.com/professionalservices> (together, this “**Agreement**”).

**SCOPE OF WORK**

The Services for this engagement shall include Paycheck Protection Program (“**PPP**”) Loan Forgiveness Application Assistance Services for either First Draw or Second Draw loans. The Services relate to assisting Client with forgiveness calculator data entry, expense documentation support and completion of application for forgiveness of a First or Second Draw PPP loan received by Client (“**PPP Application Consulting Services**”). If Client wishes Armanino to assist in the preparation of forgiveness applications for both a First Draw and a Second Draw Loan, each loan will need to be covered under separate engagement letters.

A more detailed description of the Services and the accompanying responsibilities of Armanino and Client are set forth in **Exhibit A**.

**FEES**

Our professional fixed fees for the Services are based on the PPP First or Second Draw Loan amount applied for by Client (“**Fee**”). (Check appropriate box in either line 1 or, if RUSH Service is needed, line 2):

	<b>First or Second Draw Loans up to \$150K</b>	<b>First or Second Draw Loans from \$150K-\$350K</b>	<b>First or Second Draw Loans from \$350K-\$2M</b>	<b>First Draw Loans over \$2M</b>
<b>Basic Bundled Service</b> Preparation and Submission of Your PPP First or Second Draw Forgiveness Application	\$2,500	\$4,500	\$8,500	\$12,500
<b>RUSH Service</b> <i>(Required if client desires completion within 3 weeks of signing this Engagement Letter)</i>	\$3,750	\$6,750	\$12,750	\$18,750

Any requested additional Premium Services not listed above, and not specifically related to the SBA PPP

First or Second Draw loan process as outlined in Exhibit A, will be performed on a time and material basis at a rate of \$325 per hour.

### Project Change Requests

If you request that we provide services beyond those outlined in this Agreement, we may provide you with a Project Change Request outlining the scope of additional work, our fees, and anticipated timeline for those services. Although we strive to meet your needs, we reserve the right to decline a request for additional services that is outside the scope of services we provide, or our expertise, or for any other reason. Any such requests will be considered addenda to this Agreement. Additional retainer deposits may be required for such work, and additional/alternate staff may be assigned to you where appropriate as this engagement progresses.

### CONCLUSION

We appreciate the opportunity to be of service to you and believe this Agreement accurately summarizes the terms applicable to the Services. If you have any questions, please let us know. If you agree with the terms of this Agreement, please sign and return it to us.

Sincerely,



John Schweisberger  
Partner  
Armanino LLP

**THIS AGREEMENT, INCLUDING THE TERMS & CONDITIONS FOR PROFESSIONAL SERVICES AVAILABLE AT <https://www.armaninollp.com/professionalservices>, IS HEREBY APPROVED AND ACCEPTED:**

Name of Client: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

# EXHIBIT A

## DETAILED SCOPE OF WORK

### PPP Application Consulting Services:

#### Basic Service:

Serve as consultant to Client relating to preparation and submission of an application for forgiveness of a PPP First Draw or PPP Second Draw loan following the covered period of the PPP loan:

#### **Forgiveness Application Support Services:**

1. Up to one-half hour of advisory support by telephone related to best practices counsel and possible strategies for the forgiveness process.
2. Provide Client with a required documentation checklist to complete and forward to Armanino for our use in preparing your application for forgiveness
3. Receive and input Client payroll and expense data into Armanino's proprietary PPP loan forgiveness calculator:
  - a. Documentation of full-time equivalent employees during covered period
  - b. Documentation of covered payroll costs, mortgage interest payments, other debt interest payments, rent payments, utilities expenses, covered operations expenses, covered supplier costs and covered worker protection expenses
4. Prepare forgiveness calculation analysis and review with Client
5. Complete lender's forgiveness application request and route to Client for electronic signature
6. Submit application and supporting documentation to lender for forgiveness review and decision
7. Support client in discussions with bank lending officer regarding uses of funds and forgiveness as needed
8. Final deliverable is a completed Forgiveness Compliance Calculator for the selected covered period and a completed package of supporting documentation.

#### RUSH Service:

In addition to the Basic Service described above, the RUSH Service for preparation of Client's PPP loan forgiveness application includes:

1. Launching the engagement within 1 working day of receiving this signed Engagement Letter
2. Completing the forgiveness application for Client certification and signature within 15 working days of the date of this signed Engagement Letter

## RESPONSIBILITIES

Work is to be conducted remotely from Armanino offices or other off-site locations. Armanino will act as a consultant but will not serve as your "authorized representative" or "Agent" through the loan process. You will be responsible for signing your application and all required certifications, as well as interacting directly with the lender, SBA, or other third party after your forgiveness application is filed.

Armanino is not responsible for, and will not verify, the information you provide under this Agreement. We will assume all information provided by you is accurate and will not be responsible for any material misstatements. You acknowledge and understand that knowingly making a false statement to get loan forgiveness under this program is punishable by law.

You understand and agree that we will gather information provided by you without audit or confirmation in providing the Services, will use such information to assist you in determining whether and how you may be able to receive PPP loan forgiveness and/or in assisting to calculate data and answer questions in your

PPP application, depending on the scope of the Services hereunder. You affirm that any documents you provide to Armanino in relation to the Services shall be true, accurate and identical copies of those you submitted to the IRS or other governmental authorities. You acknowledge that the SBA and potential lenders will make their own determinations and calculations regarding your eligibility for forgiveness of the PPP loan and no outcomes can be promised, assured or guaranteed by Armanino. Armanino makes no guarantee regarding the outcome of your forgiveness application and shall have no liability if forgiveness of the loan is not granted (partially or fully) for any reason, including, but not limited to, depletion of available federal funds.

A successful working relationship requires a significant commitment on our part, as well as yours. You are responsible to be available during our ongoing work with you, provide timely responses to questions and calls for decisions, and devote the resources necessary to achieve the objectives of the engagement. If the information you provide is not submitted in a timely manner or is incomplete or unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem and/or update your accounting records upon receipt of past-due information. If you elected RUSH service, you will be required to provide the information we request within five (5) working days of our request for us to meet our service commitment. Failure by you to meet this obligation will adversely impact our ability to meet our RUSH service commitment; in such event, we will make reasonable efforts to deliver a forgiveness application to you for certification and signature within the fifteen (15) working day commitment but by signing this Engagement Letter you agree that we will not be liable for any delays or financial penalties you may incur resulting from a delayed application submission due to your failure to provide timely information. If this occurs, we will contact you to discuss the matter and the anticipated delay in performing our Services.

You understand and acknowledge that we will not provide you with any investment or legal advice in connection with the Services.

You acknowledge and agree that your management has the following overall responsibilities that are fundamental to our undertaking all Services:

1. The prevention and detection of fraud
2. To ensure your compliance with the laws and regulations applicable to you
3. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us related to the Services
4. To provide us with unrestricted access to persons within Client with whom we determine it necessary to communicate
5. The safekeeping of all your business assets