



*8700 Long Point Rd. Ste.110
Houston, TX 77055
713-237-0338*

BarGraph
SOLUTIONS

Dear Client Family

Welcome to the BGS Family! Thank you for choosing BarGraph Solutions, LLC (BGS). We are confident that you will be extremely satisfied with the services we offer. The proud associates at BGS cannot be more excited to offer our expertise in accounting, tax planning, and/or preparation services.

We are ready to get started on your Professional Services needs!

In order for us to provide excellent service to you and your efforts we have a social contract. We ask that you acknowledge and review these items since we incorporate each of them into ensuring valuable time is mutually maximized. We consider this social contract a two way avenue, and are committed to their practice. If these core values are not adhered then it could impede our engaged services and serve as a scope limitation, which may result in discontinuation. By accepting our services you are agreeing to adhere to our rules of engagement as long as we are a part of your journey:

- Be involved
- Be honest, respectful, and professional
- Do not lose sight of goals set
- Remain engaged
- Communicate with us and respond to our communications
- Do not miss target dates, especially if we are assisting with resolution matters
- Take responsibility and ownership of (in)action(s)
- Listen to our advice and either accept or reject, but take action
- Have an open mind and be open to change
- Understand that we are helping to support YOUR efforts, but we do not own YOUR efforts

As your needs change, we would like the opportunity to assist your evaluation of those specific needs, as well as, offer you services to help achieve your goals. Again, thank you for choosing BGS, and we look forward to our engagement with you.

If you have any questions or concerns, please do not hesitate to contact us at (281)-817-4619. Please make sure you have your account number (5-XXXX last 4 of your Taxpayer Identification number), located above, so that we may expedite your request.

Sincerely,

BGS Team