

Ignition Proposal Instructions

Below you will find illustrated instructions to navigate and accept our engagement proposal via Ignition.

Receiving and Accessing the Engagement Proposal

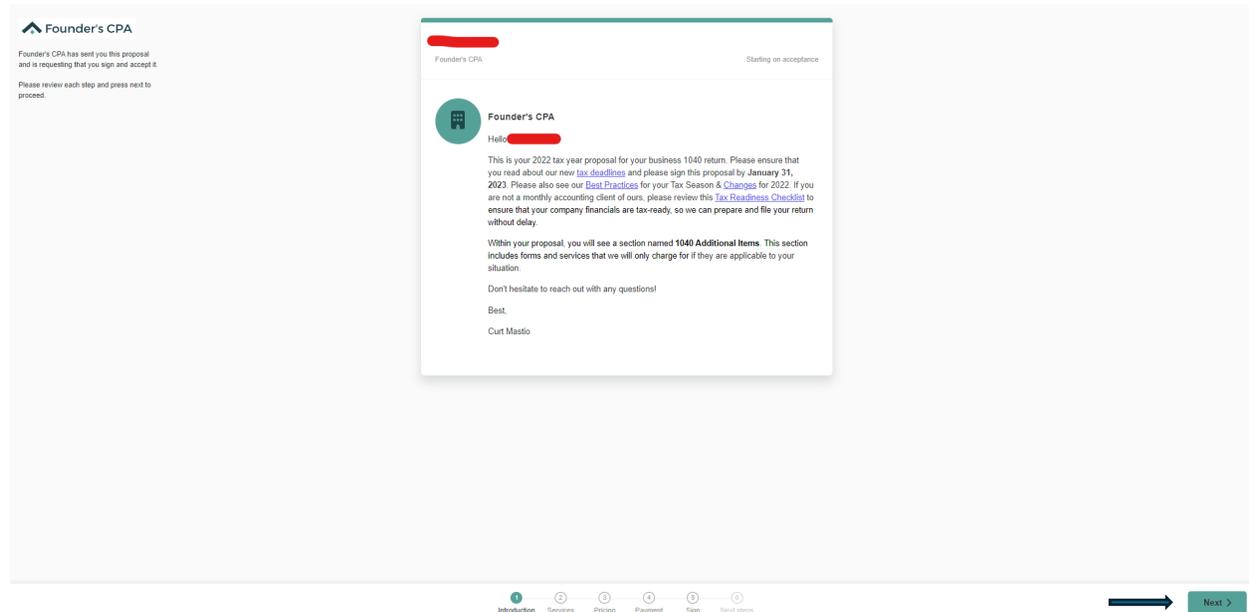
You will receive an email containing the link to the engagement proposal that will be coming to your email address. This email will be coming from Ignition. If you do not see it in your inbox, please check your spam filter as the invitation can sometimes end up in this area. If you have not received this email, please reach out to us to look into.

To be able to access the engagement proposal via Ignition, you will click this orange “Review and Sign” link in the email.

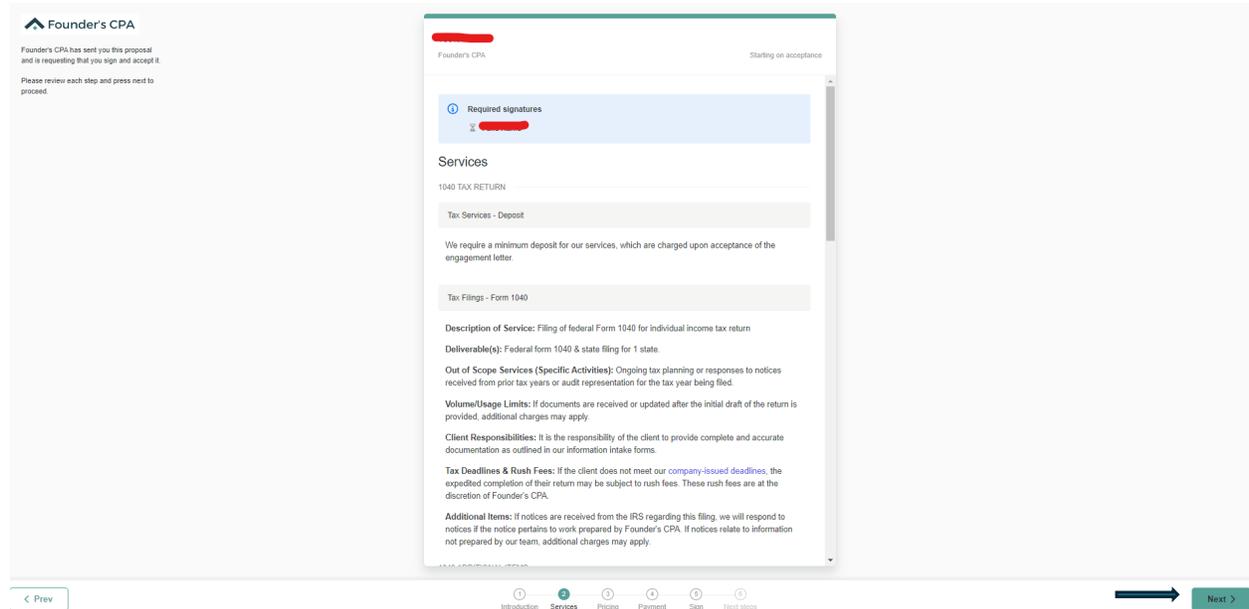
The screenshot shows an email interface. At the top, the subject line reads "Please sign your 2022 tax return proposal". The sender is identified as "Founder's CPA <no-reply@ignitionapp.com>". The email body contains a section titled "Signature requested" with the text: "Founder's CPA has sent you a proposal. Please review the proposal and sign it digitally via the following link." Below this text is a red button labeled "Review and sign", which is pointed to by a blue arrow. The email also includes a "Message from Founder's CPA (curt@founderscpa.com):" section with a redacted name and a paragraph of text: "As always, thanks for being a valued partner of Founder's CPA for your tax compliance and planning needs. In an effort to maintain a high level of service, we want to share this year's tax season filing timeline. Please note the following:". This is followed by a numbered list of two items: 1. "Review our 2022 tax filing deadlines calendar, which you can find here: [1040s/1041s/1120s](#). This outlines the filing season's deadlines and due dates. **Failure to meet these deadlines may result in additional fees and/or our team's inability to deliver your tax return before the filing deadline.**" 2. "All business tax clients who do not utilize our bookkeeping or recurring accounting services will have an extension request filed and prepared. If we receive all the requested information from you by the deadlines outlined in our tax calendar ([1040s/1041s/1120s](#)) we can ensure we will file your tax return by the extension deadline. **We will not be able to accommodate specific dates without a rush fee applied, which will be assessed on a case-by-case basis depending on**"

Navigating through the Ignition Engagement Proposal

Once you click the link in the email, you will be directed to the Introduction page of the Ignition proposal. This contains some important information that will be vital to a successful engagement with Founder's CPA. Once you have finished reviewing the Introduction, you will proceed to the next step by clicking the green "Next" button.



You will be directed to the Services page. This page stipulates the specific services that you will be receiving in the engagement. Once you review the services, you will click the green "Next" button.



Next, you will be directed to the Pricing page. This page will describe your pricing for the engagement. Once you have reviewed the pricing, you will click the green “Next” button.

The screenshot shows the 'Pricing' page for 'Founder's CPA'. The page title is 'Pricing' and it indicates 'Starting on acceptance'. A blue notification box states: 'Proposal contains services which start in the past and may be subject to billing on acceptance of this proposal.' Below this, there are two sections: '1040 TAX RETURN' and '1040 ADDITIONAL ITEMS'. The '1040 TAX RETURN' section includes a table with columns for 'Billed on acceptance' and 'Billed on completion', both showing '\$750.00'. It lists 'Tax Services - Deposit' and 'Tax Filings - Form 1040'. A yellow highlighted row indicates '1 catch-up periods billed on acceptance' for '\$750.00 ex. \$0.00 in taxes'. The '1040 ADDITIONAL ITEMS' section includes a table with columns for 'Billed on completion' and 'Prices to be confirmed'. It lists 'Tax Filings - Form 1040 - Additional State(s)' at \$300.00 per entity, 'Tax Readiness Adjustments' at \$150.00 per hour, 'Tax Filings - International Reporting' at \$1,000.00 per item, and 'Tax Filings - FBAR Reporting' at \$500.00 per item. At the bottom, a progress bar shows steps: Introduction, Services, Pricing (active), Payment, Sign, Next steps. A 'Next >' button is visible on the right.

Then, you will be taken to the Payment page. On this payment page, you will be able to select and add your preferred payment method for this engagement. To add a new payment method, click the “+ Add a new payment method” link. You will then be prompted to either link to your financial institution or manually added details. Once you have selected your preferred payment method, you will click the green “Next” button.

The screenshot shows the 'Payment details' page for 'Founder's CPA'. The page title is 'Payment details' and it indicates 'Starting on acceptance'. A red 'Required' label is present. The text says: 'Please enter or select your payment details. Payments will appear on your bank statement as FoundersCPA.' Below this, there is a blue link with a plus sign: '+ Add a new payment method'. At the bottom, a progress bar shows steps: Introduction, Services, Pricing, Payment (active), Sign, Next steps. A 'Next >' button is visible on the right.

Finally, you will be directed to the Sign page. On this page you will be able to review the terms and conditions of the engagement. Once you have reviewed the terms and conditions and are ready to sign, you will click the “Accept” accept checkbox. Then you will click into the “Type your name here” box and type your full name. This will serve as your signature. Once you have signed, to finish and accept you will click the green “Accept” button.

Founder's CPA
Founder's CPA has sent you this proposal and is requesting that you sign and accept it.
Please review each step and press next to proceed.

Starting on acceptance

Sign & accept

Please read your terms of service as it contains important information. [View PDF](#)

December 19, 2023

Dear [Redacted],

Founder's CPA ("firm," "we," "us," or "our") is pleased to provide Tester Client ("you" or "your") with the professional services described below. This letter, and the attached *Terms and Conditions, Addendum* and any other attachments incorporated herein (collectively, "Agreement"), confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The

I accept the above terms and Ignition's Terms of Use

Sign to accept proposal

Type your name here...

[< Prev](#)

Introduction Services Pricing Payment **Sign** Next steps

[Accept ✓](#)