

GENERAL TERMS AND CONDITIONS APPLICABLE TO OUTSOURING AN ADMINISTRATION
Adviesbureau Heijnen

1. All hourly rates stated in a quotation are incl. overhead costs and excl. VAT, whereby a discount of € 20.00 (as of 01-01-2020) applies to the basic hourly rate for purely administrative activities, as included in the quotation.
2. The rates stated in the quotation will not be changed during the first two years of the assignment. From the third year, the rates can be indexed annually with the consumer price index for all households of the previous year. This possible adjustment of the rates will be communicated at least 3 months prior to the commencement date. This term does not apply to the discount. If a rate adjustment is reason for the client to have the work terminated by the contractor, the settlement of the administration for the current financial year will be charged at the non-indexed rate.
3. With regard to the amount of hours used, the client can choose from a quotation on a subsequent calculation basis or a quotation based on a fixed price agreement. If a fixed price agreement has been chosen, the hours spent by the client and the contractor will be evaluated every two years. If it then turns out that the actual hourly input deviates by more than 10% both upwards and downwards, for example due to the expansion or downsizing of the company, both the client and the contractor can request an adjustment of the existing quotation with regard to this hourly input. If the client or contractor does not reach an agreement, both have the right to terminate the work (or have it terminated). The client then has the option to have the administration for the current financial year handled by the contractor, whereby the contractor is bound by the choice of the client.
4. Invoicing takes place monthly in arrears, the payment term of the invoices is 30 days.
5. Additional (requested) advice is charged at the basic hourly rate.
6. Oral (requested) advice up to half an hour per month will not be charged, and advice up to 10 minutes will be disregarded.
7. At the request of the client, interim results figures will be provided at no additional cost, as well as an overview of the outstanding invoices (max. once a month).
8. All accounting files and declaration files are and remain the property of the client and are made available on request (annually), but at least upon completion of the work.
9. The contractor is not responsible / liable for the correctness and completeness of the data supplied, insofar as this is not visible during the input check.
10. Unless there is a case of force majeure, upon termination of the activities by the contractor, the administration including the returns for the current financial year will be completed. At least three months before the end of the financial year, the contractor will notify the client of his intention to terminate the work at the end of the financial year.
11. The client has the right to have the work terminated by the contractor at any time with due observance of a notice period of two months.

Basic hourly rate from 01-01-2011 € 50.00.

Adviesbureau Heijnen uses the financial software of Bedrijfs Automatiserings Centrum BAC
<http://www.b-a-c.nl/boekhouding.html>
and the tax software from Tecknow
<http://www.tecknow.tax>

Of course it is also possible to outsource part of your administration