Dear Client,

Welcome to Orpheus Accounting Ltd and thank you for considering us!

As a prospective client there are a number of forms and documents you may find useful to outline the process of joining us as a client.

1. Letter of engagement. This will be sent to you for review prior to becoming a client of the firm. The letter forms the basis of the contract between the you and Orpheus Accounting Ltd. Please review this document carefully and then sign and date the final page, returning one copy to Orpheus Accounting Ltd. Once this is complete, you will be registered as a client of the practice.

2. New Client form (either for Self-Assessment or Corporation tax). This form is available to download from one of the links below. Upon receipt of this form, Orpheus Accounting will request agent authorisation from HMRC to enable us to act on your behalf. You will

receive an authorisation code from HMRC which you will need to pass on to us.

3. Either the General or Performer’s Income and Expense template. This template will be made available to you for us once you have joined the practice. Please use this to complete details of your income and expenditure for the relevant accounting year.

4. Information for tax return preparation document to assist you in collating all necessary information for your tax return.

5. General guidance document. This is to assist you in the process of filing out

the Performer’s Income and Expenditure template. It also issues general guidance relevant to

performers on what is allowable and what is not, in the context of business

expenses.

6. Details of our data protection and privacy policies. Links to these policies are available below.

Our fee structure is outlined in the letter of engagement but please be aware that there is a

15% discount on fees if your information is submitted to us prior to June 30th each year.

There is a surcharge policy in place for late submission of information and this is as follows:

15% surcharge for information submitted after November 30th each year.

25% surcharge for information submitted after January 15th each year.

Working hours at Orpheus Accounting Ltd are:

Monday to Thursday each week. There may be a delay in responding to any

contact outside of those hours but we can always be reached in an emergency by texting

07790 017165.

Please do get in touch with any further queries or concerns.

With thanks and best wishes,

Sinéad Pratschke, ATT, FMAAT