



SERVICE AND PRICE LIST - 1 JANUARY 2023¹

This is an overview of our services. Services are provided as needed. Some services must be taken in combination. The first part of the Service and Price List is a general overview of the services provided and the pricing. Please review the descriptions attached for more details and information regarding the services and the pricing / cost structures.

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| ADDRESS AND MAIL HANDLING SERVICES | \$375/QTR | Discounts may be applied if certain additional services are taken (See Descriptions Below). If a client receives ≥ 30 pieces of mail in a quarter an additional \$100 will be charged. |
| CORPORATE SECRETARY AND GOVERNANCE SERVICES | \$1,375/YR + \$185/HR | Service provided on a combined annual and hourly rate |
| PHONE LINE RENTAL, ANSWERING AND RECEPTIONIST SERVICES | \$600/QTR | Includes 120 minutes each month; Additional time @ \$75/HR |
| PHONE LINE RENTAL AND FORWARDING SERVICE | \$200/QTR | Per line. International call forwarding fees not included. |
| CHECK HANDLING SERVICES | From \$70/MO | Depending on service level - see below |
| OCCASIONAL CHECK HANDLING | \$35/check + expenses | Without a monthly service package - applies to any check received through the mail at our offices |
| BOOKKEEPING SERVICES | \$125/HR \$175/HR (sr.) | Minimum number of hours as per quote but not less than 2HR/MO. QuickBooks subscription costs billed separately. |
| OCCASIONAL BOOKKEEPING SERVICES | \$175/HR | AND QuickBooks subscription costs. |
| PAYROLL SUPPORT AND MAINTENANCE | \$125/HR \$175/HR | Minimum number of hours as per quote but not less than 1HR/MO. |
| CO-EMPLOYMENT SERVICES | Variable | See Description for Additional Information |
| HUMAN RESOURCES MANAGEMENT SERVICES | From \$375/QTR + \$125/HR | Service provided on a combined quarterly and hourly rate. |
| HUMAN RESOURCES SUPPORT | \$175/HR | |
| SALES TAX SUPPORT | \$175/HR | Upon availability. |
| INCOME TAX SUPPORT | \$175/HR | Upon availability. |
| CONSULTING SERVICES | \$250-350HR | Regular consultancy rate at \$250. Senior consultancy rate at \$350 |
| GENERAL ADMINISTRATIVE SERVICES | \$75/HR | |
| RUSH SERVICES FEE | 150% of ordinary rates if same day service is required. | |
| FLEX DESK LICENSE | \$75/day, \$250/week, \$500/month depending on level of license. | |
| OFFICE SUITE LICENSE | Availability and pricing to be discussed. | |

All hours are invoiced on a quarter-hour basis.

Questions? Contact our BizDev-team. The first (introductory) call is free, subsequent calls for details and information on starting an entity will be billed at the consultancy rate. Should you still have questions related to our services, this is free.

¹ TABS reserves the right to adjust this Service and Price List at any time. Pricing shall be honored for 30 days after being sent out.



DETAILED DESCRIPTIONS AND ADDITIONAL INFORMATION

• ADDRESS AND MAIL HANDLING SERVICES²

Description¹: TABS Inc. ("TABS") provides mail handling services and a virtual office address at either its New York City or Houston location. The address may be used in connection with corporate and legal filings as well as for commercial business purposes. The mail handling services include receiving, opening, and scanning company mail to a dedicated folder (where your company can control limited access and permissions) on a secure server where it will be available to you for six months.

Pricing: This service is provided on a quarterly³ basis billed in advance. The non-discounted fee for this service is \$375 per quarter, per company for up to 30 individual pieces of mail each quarter. This fee will be discounted to \$300 per quarter, per company if your company contracts for any of the following additional services: *Corporate Secretary and Governance Services, Phone Line Rental with Receptionist or Forwarding Services, Regular Check Handling Services, Bookkeeping Services, Payroll Support and Maintenance, Co-Employment Services, and Human Resource Management Services*. An additional charge of \$100 will be incurred for each quarter that more than 30 pieces are received and processed.

Additional things to know about the Address and Mail Handling Service:

- The Virtual Address is for the named Client only. Your company may not resell the address or offer it for use by any of your company's clients, employees, or principals.
- Mail Handling Services covers postcards, letters, and large envelopes or flats that are capable of being scanned and/ or are not otherwise considered a "parcel" by the United States Postal Service.
- Generally, TABS does not accept packages or parcels unless the receipt and forwarding has been prearranged and approved by TABS. Any packages or parcels that are received will be subject to additional charges then in place. Currently, TABS charges for the receipt and forwarding of parcels on a time and weight basis. Time is billed at the rate of \$75/ hour billed in quarter-hour increments and weight is billed at \$5/ per pound or portion thereof.
- TABS does not provide storage of packages or parcels. Any packages or parcels that are received by TABS and not picked up within twenty-four hours will become subject to a storage fee of \$25 per pound (or part thereof) per week and will be destroyed if not removed from the TABS offices within two (2) months. Removal will only be permitted if all applicable handling and storage fees have been paid.
- This service is cancellable by the Client with a minimum of three (3) months written notice - which notice shall state the date of termination. Client shall be responsible for providing proof of address change at least fifteen (15) days before the date of termination. Notwithstanding the foregoing, TABS shall not be responsible for processing any mail and may, but is not required to return mail to sender after the date of termination.
- Mail is uploaded to an online file system of TABS's choosing. Your Company is responsible for providing, and updating, up to three (3) unique email addresses, that may be used to access the

² Certain Services require Address and Mail Handling. Reference to this requirement is included in the service descriptions that follow.

³ In some cases TABS may invoice this service on an annual basis in order to limit the administrative burdens to both TABS and the Client associated with multiple invoices and processing multiple payments.



system. Your company is responsible for regularly checking the system and informing TABS of any issues that you may have.

- Upon request, TABS can forward hardcopy mail (physical originals) to an address of your choosing. Your company will be invoiced both time and expenses for this service. Mail that is not delivered will be destroyed by TABS. Your company must notify us that it intends to have the physical hardcopy mail forwarded otherwise it will be destroyed.
- Checks that are received in the mail will be handled pursuant to our Check Handling Services. If a service is not selected, checks will be processed based upon our Occasional Check Handling fee schedule which is on a per check basis - currently \$35/Check plus expenses (e.g. postage). This fee will apply whether we are the party that deposits the checks on your company's behalf, sends the checks out to another address, or if you have the checks picked up.

• **CORPORATE SECRETARY AND GOVERNANCE SERVICES**

Description: TABS (or its principal officers) may be named as your company's Corporate Secretary, Assistant Secretary or Non-Member Manager (in the case of limited liability companies) and can actively work with your Company to determine in which jurisdictions your Company should be registered. TABS can (i) make and maintain certificates of authority to transact business, (ii) keep your Company's Records including all board, shareholder or member resolutions, ownership certificates, articles etc., (iii) draft board shareholder and/ or member resolutions and ensure that they are properly executed and maintained, and (iv) prepare for and host annual meetings and create the meeting minutes related thereto. All of these services help to keep your Company compliant and help to ensure that your parent company avoids creating a presence in the United States that could subject it to additional taxes and possible litigation. This service helps your Company navigate the complex rules and regulations at the local, state, and federal levels. Doing business in the United States is often confusing and sometimes daunting enough to cause problems resulting in unnecessary fines and penalties. TABS helps by guiding your business through the process and undertaking most of the work so that your company can focus on actually doing business.

Pricing: This service is billed on a combined annual and hourly basis. The annual fee is \$1,375 per year paid in advance and all services are invoiced at the rate of \$185/HR billed in quarter-hour increments. The service also requires that your company take the Address and Mail Handling Services.

• **PHONE LINE RENTAL, ANSWERING AND RECEPTIONIST SERVICES**

Description: TABS can provide your company with its own telephone number (your Company can choose an area code for whatever city it prefers) and answer that phone between the hours of 9:00 and 17:00 Eastern Time, Monday through Friday excluding nationally recognized holidays and/ or bank holidays. TABS can forward any applicable information related to the call via email to the person of your Company's choosing. Your company may not under any circumstance use any of TABS's (or any related entity's) phone numbers for the purpose of your company's business.

Pricing: This service is provided on a monthly basis at the rate of \$600 per quarter and includes the first 120 minutes each month. Additional time, if any, will be rounded to the next quarter-hour and billed at the rate of \$75/HR.



- **PHONE LINE RENTAL AND FORWARDING SERVICE**

Description: TABS can provide your company with its own telephone number (your Company can choose an area code for whatever city it prefers) and forwarding service. Please note that TABS does not provide a toll-free line (no 800, 833, 844, 855, 866, 877 or 888 numbers). Calls to the provided number will automatically be forwarded to a United States number of your company's choosing. If your Company would like to forward the calls to an international number, additional rates will apply. Your company may not under any circumstance use any of TABS's (or any related entity's) phone numbers for the purpose of your company's business.

Pricing: This service is provided on a monthly basis at the rate of \$200/QTR/per line.

- **CHECK HANDLING SERVICES**

Description: TABS can receive, document, collate, scan and deposit checks received at the office on a weekly basis upon a date and time that is chosen by TABS in its sole discretion. This service requires that you and your bank support remote scan deposits. Two (2) TABS employees (of our choosing) will need to be given limited access to your account (deposit and contact regarding deposits) in order to provide this service.

Pricing: This service is provided on a per check or quarterly basis depending upon which level of service is selected. Your Company may select from one of the following Check Handling Service levels:

| Check Handling Service Level | Monthly Fee | Number of Checks |
|------------------------------|-------------|------------------|
| Basic/ Bronze | \$70 | 0-10 |
| Silver | \$100 | 11-20 |
| Gold | \$130 | 21-40 |

If checks processed in any month exceed 40, there will be an additional charge of \$4 per processed check.

Please also note that additional bank service fees may apply for remote deposits and remote deposit machines. Any expenses that TABS may incur in connection with this service shall be reimbursed by your Company.

If your Company requests TABS to provide check deposit services on a date or time different from that which TABS has established (any time that check deposits are requested outside of the ordinary weekly time as set by TABS) this service shall incur an additional fee at an hourly rate of \$100/HR with a minimum of half an hour.



- **BOOKKEEPING SERVICES**

Description: TABS can provide customized outsourced bookkeeping and controller services. TABS can serve as your Company's accounting department. Our bookkeeping services range from the handling of accounts payable and accounts receivable, to monthly reconciliation of bank, credit card and payroll accounts/statements. TABS can also provide General Ledger, Profit and Loss, Trial Balance and other financial reporting services. TABS provides bookkeeping services utilizing Quickbooks (online only).

Pricing: This service is provided on an hourly basis, with a minimum number of hours each month (as determined by the quote provided). The hourly rates are \$125/HR billed in quarter-hour increments and \$175/HR for Senior Bookkeeper Services⁴ billed in quarter-hour increments. These services are ordinarily invoiced on a monthly basis.

QuickBooks Online subscription rates may be provided upon request or need. These rates may be adjusted from time to time by Quickbooks with little or no notice.

- **OCCASIONAL BOOKKEEPING SERVICES**

Description: TABS can provide assistance and answer any bookkeeping questions that your Company may have based upon availability of bookkeepers at the time – TABS usually expects to complete occasional bookkeeping services within ten (10) business days from the date that all information is provided.

Pricing: This service is provided on an hourly basis billed in quarter-hour increments at the rate of \$175/HR.

QuickBooks Online subscription rates may be provided upon request or need. These rates may be adjusted from time to time by Quickbooks with little or no notice

- **PAYROLL ASSISTANCE AND SUPPORT SERVICES**

Description: TABS can assist your Company with payroll processing; including providing liaison support, establishing the payroll accounts, registering with the various local and state authorities in connection with employment withholdings and taxes (including Workers Compensation and Disability Insurance) and make sure that appropriate tax forms and notices are sent to all employees.

Pricing: This service is provided on an hourly basis, with a minimum of one hour each month. The hourly rates are \$125/HR billed in quarter-hour increments. If your Company does not take Payroll Assistance Services and TABS is asked to provide and does in fact provide assistance, TABS will charge a fee equal to \$175/HR - TABS will only provide assistance if it determines that it has sufficient capacity at the time to provide the requested assistance.

This service also requires Address and Mail Handling Services.

⁴ Senior Bookkeeping Services are provided by persons with more than five (5) years of experience and involve services that go beyond the day-to-day task of recording financial transactions such as, verifying and analyzing data within the company's books, generating reports, performing audits, preparing financial reporting records like tax returns, income statements and balance sheets, adjusting entries and helping the company understand the impact of financial decisions.



- **HUMAN RESOURCES MANAGEMENT SERVICES**

Description: TABS can provide a customizable outsourced HR Department for your company. TABS HRM team provides the knowledge, tools, training, administrative services and management advice that your Company needs to be successful and focused on the more pressing matters related to your business. TABS can assist your company with establishing and monitoring employee compensation plans, retirement plans, medical plans and other benefits and work directly with your employees where necessary and appropriate. Additionally, TABS can proactively monitor changes in the laws and requirements that directly affect your business and its employees.

Pricing: This service is billed on a combined quarterly and hourly basis. Fees depend on the number of states where your company has employees and the number of employees overall. Fees start at \$375 per quarter and all work is billed in quarter-hour increments at the hourly rate of \$125/HR. The quarterly fee is required for TABS to take proactive steps to keep informed of the ever-changing HR rules and regulations that may affect your Company. This service also requires Payroll Support and Maintenance Services.

- **HUMAN RESOURCES SUPPORT**

Description: TABS can respond to specific requests for information and provide assistance where appropriate and when TABS determines that it has sufficient capacity to provide such services. Please note that TABS will not provide any proactive services or interact with your employees directly if Human Resources Management Services are declined.

Pricing: This service is billed on an hourly basis in quarter-hour increments at the rate of \$175/ hour.

- **CO-EMPLOYMENT SERVICES**

Description: Through its Co-employment services, TABS shares employer rights, responsibilities and risks with your company and your respective workforce; the business maintains responsibilities for the worker's job duties and day-to-day functions while TABS manages personnel-related functions such as payroll. In this way, the worker is technically employed both by the business and the co-employer. TABS assumes certain of the HR management and payroll tasks via a co-employment relationship that may benefit your company in the following ways: (i) Your company may have access to better health, retirement and other benefits making your positions more attractive to potential candidates; (ii) Your company may realize increased flexibility and efficiencies related to the onboarding process; (iii) Your company may realize efficiencies in connection with payroll support and administration.

Pricing: This service is priced depending upon the number of employees and the total value of payroll. Generally speaking, for gross payroll costs in excess of \$100,000 per year the Co-employment services are offered between 10 and 12.5% of the gross payroll (inclusive of employer costs and value of expense reimbursements). For payrolls below \$100,000, the services are offered at a rate between 12.5% and 15%. Please call to discuss availability and pricing as certain minimum requirements may exist – for example, TABS requires a minimum six (6) month commitment⁵. A deposit is required equal to two (2) months of

⁵ In the event Co-Employment services are significantly reduced and/ or abandoned within the first 6 months TABS would be entitled to a management fee based upon the highest payroll during the 6-month period.



gross salary - which amount may be adjusted from time to time depending upon increases or decreases in regular payroll. Deposits will be returned three (3) months after co-employment is terminated unless a claim is made by an employee during that time.

- **SALES TAX SUPPORT AND ADMINISTRATION**

Description: TABS's Sales Tax Support Team can be a guide for your sales tax needs. If the questions are industry specific, we may involve a third party at the clients' approval. While these specialists would be directly retained by the client, TABS would act on behalf of the client to get the state and industry specific answers needed to operate.

Pricing: This service is billed on an hourly basis in quarter-hour increments at the rate of \$175/HR. This service is provided based upon TABS availability.

- **INCOME TAX SUPPORT AND ADMINISTRATION**

Description: TABS can work directly with you and your CPA (and/ or can assist your company with retaining a CPA) to facilitate the filing of local, state and federal income taxes wherever appropriate. TABS can monitor your filings and ensure that proper documentation is provided and filed on your behalf to help minimize the chance of penalties and interest payments. If you do not take this service but we provide bookkeeping services for your business the extent of our services related to taxation will be limited to providing your bookkeeping documents to your tax preparer.

Pricing: This service is billed on an hourly basis in quarter-hour increments at the rate of \$175/HR. Additional third-party CPA, adviser or preparer fees may apply. This service is provided based upon TABS availability.

- **CONSULTING SERVICES**

Description: If your Company requests information and consultation that does not 'fit' within the services that your Company has contracted TABS for, these services will be completed, based upon availability of TABS senior staff members. Any such requested service or support may be denied by TABS.

Pricing: This service is provided on an hourly basis, at a rate between \$250-\$350/HR billed in quarter-hour increments.



- **GENERAL ADMINISTRATIVE SERVICES**

Description: If your Company requests administrative support that does not ‘fit’ within the services that your Company has contracted TABS for, these services will be completed based upon availability of TABS’s staff members. Any such requested service or support may be denied by TABS.

Pricing: This service is provided on an hourly basis at the rate of \$75/HR billed in quarter-hour increments.

- **RUSH SERVICES FEE**

Description: TABS makes every effort to perform services on a timely basis and allocates its resources accordingly. As such, when services are requested to be performed within two (2) business days and without advance notice, TABS reserves the right to charge a Rush Fee. This fee may also be applied if TABS has been requested to provide services by a certain date and/or has requested information timely in order to complete a service and the information is not provided until two (2) business days before the deadline. The deadline may be established by TABS in correspondence with you or may be a deadline for a particular filing or service set by an authority or outside provider.

Pricing: This service is provided at the rate equal to 150% of the ordinary rates outlined above.

- **FLEX DESK LICENSE**

Description: Based upon availability TABS provides a desk license permitting your employees to utilize office space in Manhattan, New York and Humble (Houston) Texas. The license includes a level of amenities depending upon the services requested. TABS requires at least twenty-four hours’ notice if your Company or employees wish to license a flex desk. TABS recommends that you reserve in advance in order to ensure that the desk is available. Flex desk licenses are not available on holidays that are recognized by the United States federal government and/ or New York City banks.

Pricing: Depends on the level of license that your Company or employees seek. TABS offers flex desks in three categories: Daily Flex Desk, Weekly Flex Desk and Monthly Flex Desk. A Flex Desk License Addendum will be required.

- The Daily Flex Desk is offered at the rate of \$75 per business day or part thereof and is based upon availability. This rate includes: (i) access to the offices, use of a desk, use of the office pantry for coffee and water between the hours of 9:00 and 17:00 Monday through Friday (excluding recognized holidays); and (ii) use of printer and copiers at the rate of \$0.05 per page for black and white and \$0.15 per page that uses color.
- The Weekly Flex Desk is offered at the rate of \$250 per week or part thereof. This rate includes: (i) access to the offices, use of a dedicated desk reserved for the week, use of the office pantry for coffee and water between the hours of 9:00 and 17:00 Monday through Friday (excluding recognized holidays) for a one-week period; and (ii) use of printer and copiers at the rate of \$.05 per page for black and white and \$0.15 per page that uses color.
- The Monthly Flex Desk is offered at the rate of \$500 per month or part thereof. This rate includes: (i) access to the offices, use of a dedicated desk reserved for the month, use of the office pantry for



coffee and water between the hours of 9:00 and 17:00 Monday through Friday (excluding recognized holidays) for a calendar month; (ii) use of printer and copiers at the rate of \$0.03 per page for black and white and \$0.10 per page that uses color; and (iii) use of the conference room (based upon availability) for up to four (4) hours in the month pursuant to the policies initiated by TABS.

- Conference Room Rental may be rented at the rate of \$300 for up to four (4) hours and \$500 for a daily use over four (4) hours. This rate includes: (i) access to the offices, use of the conference room, use of the office pantry for coffee and water between the hours of 9:00 and 17:00 Monday through Friday (excluding recognized holidays); and (ii) use of printer and copiers at the rate of \$0.05 per page for black and white and \$0.15 per page that uses color.

- **OFFICE SUITE LICENSE**

Description: In addition to offering Flex Desk space, TABS offers Office Suites licenses in New York and Houston. These suite licenses include: (i) a dedicated office space and use of the general office amenities between the hours of 8:00 and 18:00 Monday through Friday (excluding recognized holidays); (ii) use of printer and copiers at the rate of .03 per page for black and white and .07 per page that uses color; and (iii) use of the conference room for up to 4 hours each week (based upon availability).

Pricing: This service is priced depending on the availability and on a suite-by-suite basis. An Office Suite License will require an Office Suite License Addendum. Please call to discuss availability and pricing.

PLEASE NOTE - YOUR COMPANY MAY NOT USE THE PHONE NUMBERS OF TABS FOR ANY REGISTRATIONS THAT RELATE TO MERCHANT ACCOUNTS. NOR MAY YOU LIST OUR PHONE NUMBERS ON YOUR WEBSITE. IF TABS RECEIVES PHONE CALLS FROM ANY OF YOUR CLIENTS, VENDORS OR PARTNERS VIA OUR GENERAL NUMBER, WE WILL CHARGE YOU A RECEPTION SERVICE FEE EQUAL TO \$600/QTR UNTIL WE ARE PROVIDED WITH PROOF OF OUR NUMBER BEING REMOVED FROM ALL SUCH ACCOUNTS.