

PREMIUM MULTISERVICE LLC  
MEMBERSHIPS – ENTREPRENEUR

Terms and Conditions

BY USING [WWW.MYPREMIUM.SITE](http://WWW.MYPREMIUM.SITE) AND/OR [WWW.THEPREMIUMADVANTAGE.COM](http://WWW.THEPREMIUMADVANTAGE.COM), YOU ARE CONSENTING TO OUR TERMS AND CONDITIONS AS OUTLINED BELOW.

[PRIVACY POLICY LINK](#)

[PRIVACY POLICY SUMMARY PDF](#)

#### OVERVIEW

The terms “we,” “us,” and “our” “PREMIUM” refer to PREMIUM MULTISERVICE LLC. The term the “Site” refers to [www.mypremium.site](http://www.mypremium.site) and/or [www.thepremiumadvantage.com](http://www.thepremiumadvantage.com). The terms “member”, “user,” “you,” and “your” refer to site visitors, customers, members and any other users of the site.

#### SERVICE

The sites are membership sites for streamlining services including, 1040 tax filing, cost management Support, insurance, texas auto title transfers, texas notary services, online training, resources, and other content relating to planning, creating, marketing and growing a membership site (the “Service”).

Use of the site , including all materials presented herein and all online services provided by PREMIUM MULTISERVICE LLC, is subject to the following Terms and Conditions. These Terms and Conditions apply to all site visitors, customers, and all other users of the site. By using the Site or Service, you agree to these Terms and Conditions, without modification, and acknowledge reading them.

Parties agree that the Service is in the nature of financial services. The scope of services provided by PREMIUM MULTISERVICE LLC according to this Agreement are limited to those listed on [www.mypremium.site](http://www.mypremium.site) and/or [www.thepremiumadvantage.com](http://www.thepremiumadvantage.com) websites. PREMIUM MULTISERVICE LLC reserves the right to substitute services equal to or comparable to the services listed if the need arises, without prior notice.

#### USE OF THE SITE AND SERVICE

To access or use the Site, you must be 18 years of age or older and have the requisite power and authority to enter into these Terms and Conditions. Children under the age of 18 are prohibited from using the Site. Information provided on the Site and in the Service related to membership sites and other information are subject to change. PREMIUM MULTISERVICE LLC makes no representation or warranty that the information provided, regardless of its source (the “Content”), is accurate, complete, reliable, current, or error-free. PREMIUM MULTISERVICE LLC disclaims all liability for any inaccuracy, error, or incompleteness in the Content.

#### ACCOUNT CREATION

In order to use the Service, you will be required to provide information about yourself including your name, email address, username and password, and other personal and financial information. You agree that any registration information you give to PREMIUM MULTISERVICE LLC will always be accurate, correct, and up to date. You must not impersonate someone else or provide account information or an email address other than your own. Your account must not be used for any illegal or unauthorized purpose. You must not, in the use of the Service, violate any laws in your jurisdiction.

#### LAWFUL PURPOSES

You may use the Site and Service for lawful purposes only. You agree to be financially responsible for all purchases made by you or someone acting on your behalf through the Site. You agree to use the Site and to purchase services or products through the Site for legitimate, non-commercial purposes only. You shall not post or transmit through the Site any material which violates or infringes the rights of others, or which is threatening, abusive, defamatory,

libellous, invasive of privacy or publicity rights, vulgar, obscene, profane, or otherwise objectionable, contains injurious formulas, recipes, or instructions, which encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any law.

#### **REFUSAL OF SERVICE**

The Services are offered subject to our acceptance of your order or requests. We reserve the right to refuse service to any order, person or entity, without the obligation to assign reason for doing so. No order is deemed accepted by us until payment has been processed. We may at any time change or discontinue any aspect or feature of the Site or Service, subject to us fulfilling our previous responsibilities to you based on acceptance of your payment.

We reserve the right to remove the accounts held by any individuals representing companies that offer a similar or directly competing Service.

#### **ORDER CONFIRMATION**

We will email you to confirm the placement of your order and with details concerning service completion and ongoing payments. In the event that there is an error in this email confirmation, it is your responsibility to inform us as soon as possible.

#### **DURATION OF AGREEMENT**

All subscriptions are 12 month agreements which give 12 month access to the services listed in the "Included Services Schedule". The membership starts the day of activation via the "Site" and is considered "Active" up to 12 months from the activation date unless a cancellation is requested or monthly payments are not posted.

In order to expedite the membership processes, all membership renewals are automatic and adhere to these terms and conditions. You may cancel the automatic renewal of your annual subscription at any time under the terms listed in the "Cancellation Policy" and your access to the services will end at the end of the current contracted term.

Once confirmed, we will provide you access to the purchased Service. You agree and understand that access to the Service may at times be influenced and affected by third parties that we use to provide the Service (web hosting, membership site plugins, etc.). You agree and understand that no breach of contract action may be initiated against PREMIUM MULTISERVICE LLC when there are reasonable delays in the access of the Service.

PREMIUM MULTISERVICE LLC reserves the right to terminate the Service, and or access to certain features of the Service, with or without prior notice to you. We will make reasonable efforts to provide notice but are not required to do so under the terms of this agreement.

#### **CANCELLATION POLICY**

Members can cancel any time if no services have been completed or discounts applied from member pre-negotiated pricing agreements. If sessions or services have been completed, The Member will have a balance of services provided at non-members rate at time of cancellation. Membership fees do not count towards payments posted for services. It is entirely your responsibility to ensure that you cancel your membership in good time should you no longer require the Service and do not wish to be billed further.

#### **REFUND POLICY**

The member is entitled to a full refund if no services have been provided, no sessions completed, or no discounts applied from member pre-negotiated pricing agreements. If services or discounts are provided during the membership period, the value of such discount or service balance will be deducted from requested membership refunds and the member would be responsible for balances remaining for undiscounted services from all interested parties.

## **PRODUCT DESCRIPTION**

We endeavour to describe and display the Service as accurately as possible. While we try to be as clear as possible in explaining the Service, please do not accept that the Site is entirely accurate, current, or error-free. From time to time we may correct errors in pricing and descriptions. We reserve the right to refuse or cancel any order with an incorrect price listing.

## **MATERIAL YOU SUBMIT TO THE SITE**

You shall not upload, post or otherwise make available on the Site any artwork, photos, or other materials (collectively "Materials") protected by copyright, trademark, or other proprietary right without the express written permission of the owner of the copyright, trademark, or other proprietary right, and the burden of determining that any Materials are not so protected rests entirely with you. You shall be liable for any damage resulting from any infringement of copyrights, trademarks, or other proprietary rights, or any other harm resulting from such a submission. For all Materials submitted by you to the Site, you automatically represent or warrant that you have the authority to use and distribute the Materials, and that the use or display of the Materials will not violate any laws, rules, regulations, or rights of third parties.

As a feature of the Service, PREMIUM MULTISERVICE LLC may provide access to a community or social media platforms in conjunction with the Service. PREMIUM MULTISERVICE LLC is not required to provide a community platform, and has complete discretion with regards to the platform, and the nature of the interaction, dependent on the Service.

You agree that your use of these community and social media platforms is a privilege and PREMIUM MULTISERVICE LLC may limit or deny access to these platforms for misconduct that includes but is not limited to being inappropriate, rude, violent, or threatening. PREMIUM MULTISERVICE LLC will make reasonable efforts to provide notice to you with regards to inappropriate or unapproved content that you have placed within the voluntarily provided community and social media platform. PREMIUM MULTISERVICE LLC is not required to provide notice, and reserves all rights to take immediate and appropriate action to protect the PREMIUM MULTISERVICE LLCs brand and image integrity.

## **INTELLECTUAL PROPERTY RIGHTS TO YOUR MATERIALS**

We claim no intellectual property rights over the material you supply to PREMIUM MULTISERVICE LLC. You retain copyright and any other rights you may rightfully hold in any content that you submit through the Site or Service. Content you submit to PREMIUM MULTISERVICE LLC remains yours to the extent that you have any legal claims therein. You agree to hold PREMIUM MULTISERVICE LLC harmless from and against all claims, liabilities, and expenses arising out of any potential or actual copyright or trademark misappropriation or infringement claimed against you. By posting material on the Site, you grant us a worldwide, nonexclusive, irrevocable license to use the material for promotional, business development, and marketing purposes.

You consent to recordings being made of calls or webinars provided as part of the Service. You consent to your name, words, voice, and likeness being used by PREMIUM MULTISERVICE LLC for promotional, business development, and marketing purposes, without compensation to you. We will make reasonable effort to secure your written permission before using and distributing recordings, print materials, audio, or visual representations that refer to you.

## **OUR INTELLECTUAL PROPERTY**

The Site and Service contain intellectual property owned by PREMIUM MULTISERVICE LLC, including trademarks, copyrights, proprietary information, and other intellectual property. PREMIUM MULTISERVICE LLC copyrighted and original materials are provided to you as part of the Service for your individual use only and a single-user license.

All intellectual property, including PREMIUM MULTISERVICE LLC copyrighted materials shall remain the sole property of PREMIUM MULTISERVICE LLC. No license to sell or distribute our materials is granted or implied.

**You may not modify, publish, transmit, participate in the transfer or sale of, create derivative works from, distribute, display, reproduce or perform, or in any way exploit in any format whatsoever any of the Site or Service Content or intellectual property, in whole or in part, without our prior written consent.** This includes but is not limited to sharing material with others, posting excerpts of material on any social media, blogging about the material, or in any other way that would reasonably appear to share the Site or Service's information with a non-member. We reserve the right to immediately remove you from the Service, without refund, if you are caught violating this intellectual property policy.

## **CHANGED TERMS**

We may at any time amend these Terms and Conditions. Such amendments are effective immediately upon notice to you by us posting the new Terms and Conditions on this Site. Any use of the Site or Service by you after being notified means you accept these amendments. We reserve the right to update any portion of our Site and Service, including these Terms and Conditions, at any time. We will post the most recent versions to the Site and list the effective dates on the pages of our Terms and Conditions.

## **LIMITATION OF LIABILITY**

YOU AGREE THAT UNDER NO CIRCUMSTANCES SHALL WE BE LIABLE FOR DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, EXEMPLARY, OR ANY OTHER DAMAGES ARISING OUT OF YOUR USE OF THE SITE OR SERVICE. ADDITIONALLY, PREMIUM MULTISERVICE LLC IS NOT LIABLE FOR DAMAGES IN CONNECTION WITH (I) ANY FAILURE OF PERFORMANCE, ERROR, OMISSION, DENIAL OF SERVICE, ATTACK, INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION, COMPUTER VIRUS, OR LINE OR SYSTEM FAILURE; (II) LOSS OF REVENUE, ANTICIPATED PROFITS, BUSINESS, SAVINGS, GOODWILL OR DATA; AND (III) THIRD PARTY THEFT OF, DESTRUCTION OF, UNAUTHORIZED ACCESS TO, ALTERATION OF, OR USE OF YOUR INFORMATION OR PROPERTY, REGARDLESS OF OUR NEGLIGENCE, GROSS NEGLIGENCE, FAILURE OF AN ESSENTIAL PURPOSE AND WHETHER SUCH LIABILITY ARISES IN NEGLIGENCE, CONTRACT, TORT, OR ANY OTHER THEORY OF LEGAL LIABILITY. THE FOREGOING APPLIES EVEN IF PREMIUM MULTISERVICE LLC HAS BEEN ADVISED OF THE POSSIBILITY OF OR COULD HAVE FORESEEN THE DAMAGES. IN THOSE STATES THAT DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR THE DAMAGES, OUR LIABILITY IS LIMITED TO THE FULLEST POSSIBLE EXTENT PERMITTED BY LAW. IN NO EVENT SHALL PREMIUM MULTISERVICE LLC'S CUMULATIVE LIABILITY TO YOU EXCEED THE TOTAL PURCHASE PRICE OF THE SERVICE YOU HAVE PURCHASED FROM PREMIUM MULTISERVICE LLC AND IF NO PURCHASE HAS BEEN MADE BY YOU PREMIUM MULTISERVICE LLC'S CUMULATIVE LIABILITY TO YOU SHALL NOT EXCEED \$100.

## **THIRD PARTY RESOURCES**

The Site and the Service may contain links to third party websites and resources. You acknowledge and agree that we are not responsible or liable for the availability, accuracy, content, or policies of third party websites or resources. Links to such websites or resources do not imply any endorsement by or affiliation with PREMIUM MULTISERVICE LLC. You acknowledge sole responsibility for and assume all risk arising from your use of any such websites or resources.

## **INDEMNIFICATION**

You shall indemnify and hold us harmless from and against any and all losses, damages, settlements, liabilities, costs, charges, assessments, and expenses, as well as third party claims and causes of action, including, without limitation, attorney's fees, arising out of any breach by you of any of these Terms and Conditions, or any use by you of the Site or Service. You shall provide us with such assistance, without charge, as we may request in connection with any such defence, including, without limitation, providing us with such information, documents, records, and reasonable access to you, as we deem necessary. You shall not settle any third party claim or waive any defence without our prior written consent.

## **EFFECT OF HEADINGS**

The subject headings of the paragraphs and subparagraphs of this Agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.

#### **ENTIRE AGREEMENT; WAIVER**

This Agreement constitutes the entire agreement between you and PREMIUM MULTISERVICE LLC pertaining to the Site and Service and supersedes all prior and contemporaneous agreements, representations, and understandings between us. No waiver of any of the provisions of this Agreement by PREMIUM MULTISERVICE LLC shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by PREMIUM MULTISERVICE LLC

#### **NOTICES**

All notices, requests, demands, and other communications under this Agreement shall be in writing and properly addressed as follows:

PREMIUM MULTISERVICE LLC

6812 CANAL ST STE D

HOUSTON, TX 77011

#### **RECOVERY OF LITIGATION EXPENSES**

If any legal action or any arbitration or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees and other costs incurred in that action or proceeding, in addition to any other relief to which it or they may be entitled.

#### **SEVERABILITY**

If any term, provision, covenant, or condition of this Agreement is held by an arbitrator or court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**Entrepreneur Membership**

**Included Services Schedule**

1 Filing of U.S. 1040 Individual Tax Return per 12 month membership

Cost and Financial Management Support during active membership

1 State of Texas Filing (LLC , USDOT, or TXDMV) per 12 month membership

12 included Notary services per 12 month membership

3 at cost Texas Auto Title Services (Registration / Transfer / Lost Title) per 12 month membership

12 Sessions - Online - Group - In Person

**Included Exclusive Membership-only Pricing Services**  
**(3rd Party Providers) include**

Auto Seller Services

Real Estate Buying, Selling, and Rental Services

Legal Services

Health & Nutritional Services

**PREMIUM MULTISERVICE THIRD PARTY COLLABORATION DISCLOSURE**

Premium Multiservice makes no guarantees or warranties regarding the collaborative services provided by third parties.

If third party collaborators such as CGC Partners LLC or other partners do not provide their corresponding services, the member has the option to request similar service substitute, cancel the membership, or retain the “entrepreneur membership” which is the uncollaborated services provided by PREMIUM MULTISERVICE.

PREMIUM MULTISERVICE LLC  
ENGAGEMENT NOTICE  
Filing of U.S. 1040 Individual Tax Returns

Thank you for selecting PREMIUM MULTISERVICE LLC to assist you with your Individual 1040 tax filings. This notice confirms the terms of our engagement with you and the nature and extent of services we will provide. Activating your service or membership and selecting to agree to the terms and conditions of this transaction is sufficient to assure mutual understanding of each parties responsibilities.

We will file the corresponding annual US 1040 form income tax documents you request using information you provide to us. We will process the tax information and provide you with copies for your records. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information in a timely manner required for filing of complete and accurate refunds or balances owed. It is your responsibility to keep all documents, canceled checks and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You agree to report all your taxable income, including any bartering, partnership interests, sales of assets, and all investment income from all sources.

You are responsible for the filings, so you should review them carefully before you sign them. When you sign the corresponding documents, or the electronic substitute, you declare that you have examined them, including all the accompanying schedules and statements, and that they are true, correct, and complete, to the best of your knowledge and belief.

Our work will not include any procedures to discover defalcations or other irregularities. The only data or analysis work we will do is that which is necessary for submitting your 1040 income tax filing. We must use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your filings. Penalties of as much as \$100,000 can be imposed on you for failing to disclose participation in "reportable transactions," that is, certain arrangements the IRS has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

Your 1040 tax filings may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. Premium Multiservice LLC DOES NOT extend to services relating to tax audits, sales tax filings, IRS complaint resolutions, but does offer a third party pre-paid tax audit specific membership for \$50 a year to individual members.

**Firm Fees and Record Retention Policy**

Our fee for preparation of your tax returns will be based on non-members billing charges plus out-of-pocket expenses. We will retain copies of records you supplied to us along with our work papers for your engagement for a period of 3 years. After three years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. We only keep digital versions. You should keep the original records in secure storage.

**Limited firm Fees for PREMIUM services are included in the membership costs of this terms and conditions agreement. The member is responsible for the complete non -members cost of the invoiced tax filing if the membership is cancelled at any point during it's 12 month period. Membership fees are not subject to crediting the cost of a tax filing.**

### US 1040 Income Tax Services Includes

- Prior 1-year 1040 tax prep analysis.
- Review and explain to clients or members how federal taxes are prepared.
  1. Types of income
    - a. Wage income
    - b. Self-Employment
    - c. Investment
    - d. Ranch/Farm
    - e. Gambling
    - f. Real Estate
    - g. Partnerships/S-Corps/K-1
  2. Types of deductions
    - a. Personal
    - b. Business
  3. Types of taxes
    - a. Federal Income Tax
    - b. State Income Tax
    - c. Self-Employment
    - d. Investments
    - e. Penalties (ACA & Early Distributions)
    - f. Franchise tax filing (if needed)
  4. Credits available
    - a. Higher Learning (American Opportunity Credit)
    - b. Renewable energy equipment installation credits
    - c. Retirement contribution credits
    - d. Dependent Care Credit
  5. Special Deductions (disaster or retirement)
    - a. Hurricane Harvey
    - b. COVID retirement funds special treatment
- Identify options available for potential pending credits allowed.
- Give access/back up documents for 3 years

Eliminate "Bank/Technology fee" for tax preps collected out of refund

Assist with IRS online account set up

- Have more control over your financial condition
- Stay ahead of your taxes, not behind. (except for unforeseen circumstances)

1040 filings - Audit protection available at additional \$50/year

All tax filings— controversy legal representation available for additional fee from professional attorneys.



PREMIUM MULTISERVICE LLC  
ENGAGEMENT NOTICE  
Cost Management Support Plan-Agreement and disclosures

To aid the individual or business owner in visualizing and understanding the broad range of steps that can be taken and resources that are available to minimize cost increases throughout a regular 12-month cycle. Premium Multiservice LLC provides pre-negotiated exclusive pricing for members with an active membership plan. The exclusive pricing and services included are in the fields of insurance, income tax preparation, notary public, and auto title transfer services.

The information provided is not written or intended as specific tax or legal advice. Our employees and representatives are not authorized to give tax or legal advice. Individuals are encouraged to seek advice from their own tax or legal counsel. Individuals involved in the estate planning process should work with an estate planning team, including their own personal legal or tax counsel.

Premium Multiservice LLC does not guarantee that costs will not increase because of inflation and unforeseen circumstances. The offer is to present a reasonable number of options for membership clients from a broad range of pre-screened vendors, insurance carriers, service providers, to shorten the time for an individual to go through in its entirety.

Through the membership program, Premium Multiservice LLC has also extended prenegotiated pricing and prioritized relationships with highly specialized providers of industries in the fields of, but not limited: insurance, marketing, real estate, financial planning, technology, body and mental health, legal and accounting. This allows for the individual or business owner to increase the resource of experienced sources at a lower overall cost, than if used independently.

In order to measure the values and control costs, a known baseline value will be calculated after membership activation. The client agrees to complete the PREMIUM baseline spreadsheet 90 days from the time it is received along with the documents used to complete the spreadsheet. Premium Multiservice LLC, agrees to present several comparable options listed in the spreadsheet for the member to review and decide if implementation of change is advantageous or desirable. If the member decides to activate a comparable option, Premium Multiservice LLC's representatives, for its member clients, will aid in the activation of the option without charging agency fees. If the member does not want to create a baseline marker for a particular service, the cost review option can be forfeited.

To further maintain the cost structure of the member, Premium Multiservice LLC agrees to facilitate the income tax filing process for membership clients through its tax preparer representatives which are available all year virtually and in office by appointment at no additional cost. None of Premium Multiservice LLC 's representatives are accountants or CPAs. All the tax documentation and calculations of expense values and receipts are the sole responsibility of the member. The member agrees to provide the tax preparer with all the documentation needed to complete the tax preparation process. Because of unknown factors such as prior school debt, prior tax debt, financial judgments, and others, Premium Multiservice LLC does not warrant or guarantee any refunds or final balance due values from the IRS. Premium Multiservice LLC DOES NOT extend to services relating to tax audits, sales tax filings, IRS complaint resolutions but does offer a third party pre-paid tax audit specific membership for \$50 a year to individual members.

### Cost and Financial Management Support Service includes

- Prior vs current strategy/account analysis
- Review and explain to client tools available for cost control
  - Types of Costs to support in management
    - Cost of Income Tax Prep filing
    - Cost of Mortgage payment
    - Cost of Home Insurance
    - Cost of Auto Insurance
    - Cost of Commercial Insurance (if Any)
      - General Liability
      - Business-Owners Policies (BOP)
      - Professional liability / Errors & Omission
      - Liquor liability
      - Business Property
      - Workers Compensation
      - Umbrella
      - Employment PLI
    - Cost of Energy Bill
    - Cost of Life Insurance
    - Cost of Real Estate transactions
    - Cost of Real Estate Tax
- Identify options available based on client assessment
- Activation of requested plans
  - Application process
- Maintain cost control maintenance processes
  - Dedicated home Insurance team searching for cost control options every renewal cycle
  - Dedicated auto Insurance team searching for cost control options every renewal cycle
  - Dedicated energy solutions team searching for cost control options every renewal cycle
  - Tax preparation team available 52 weeks a year for tax preparations
    - Minimize late filings/interest charges
    - Stay ahead of your costs
- Continuous access to pre-negotiated exclusive pricing with preferred providers
- Semi-annual appointments for account assessments and benchmark reviews

ENGAGEMENT NOTICE  
State of Texas Filing (LLC , USDOT, or TXDMV) Disclosure

Thank you for selecting PREMIUM MULTISERVICE LLC to assist you with your State of Texas Filing Service Disclosures. This notice confirms the terms of our engagement with you and the nature and extent of services we will provide. Activating your service or membership and selecting to agree to the terms and conditions of this transaction is sufficient to assure mutual understanding of each parties responsibilities.

We will file the corresponding State of Texas Filing documents you request using information you provide to us. We will process the information and provide you with copies for your records. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information in a timely manner required for filing of complete and accurate State of Texas Filing. It is your responsibility to keep all documents, canceled checks and other data that support your State of Texas Filing . They may be necessary to prove accuracy and completeness of the filing to a legal, financial, or taxing authority. You agree to report all your taxable income, including any bartering, partnership interests, sales of assets, and all investment income from all sources.

You are responsible for the filings, so you should review them carefully before you sign and approve them. When you sign the corresponding documents, or the electronic substitute, you declare that you have examined them, including all the accompanying schedules and statements, and that they are true, correct, and complete, to the best of your knowledge and belief.

Our work will not include any procedures to discover defalcations or other irregularities. The only data or analysis work we will do is that which is necessary for submitting your State of Texas Filing. We must use our judgment in resolving questions where there is unclarity, or where there may be conflicts between the authorities' interpretations of the law and other supportable positions. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your filings. Penalties of as much as \$100,000 can be imposed on you for failing to disclose participation in "reportable transactions," that is, certain arrangements the state has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

Your State of Texas Filing may be selected for audit by a state authority. Any proposed issue or concerns are subject to appeal. Premium Multiservice LLC DOES NOT extend to services relating to legal counsel, tax audits, sales tax filings, or complaint resolutions.

**Firm Fees and Record Retention Policy**

Our fee for preparation of your tax returns will be based on the types of forms required for your State of Texas Filing charges plus out-of-pocket expenses. We will retain copies of records you supplied to us along with our work papers for your engagement for a period of 3 years. After three years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. We only keep digital versions. You should keep the original records in secure storage.

**Limited firm Fees for PREMIUM services are included in the membership costs of this terms and conditions agreement. The member is responsible for the complete cost of the invoiced State of Texas Filing if the membership is cancelled at any point during it's 12 month period. Membership fees are not subject to crediting the cost of a State of Texas Filing filing.**

**Texas LLC formation includes support in :**

- Charter Number Filing
- Date Filed
- Certificate of Formation forwarded to client for signature
- Certificate of Formation forwarded to Secretary of State for filing
- Correspondence to members advising that Certificate of Formation has been filed
- Preparation of Form SS-4
- Federal ID Number (EIN)
- File Form SS-4 with Internal Revenue Service (IRS)
- Notify client that EIN has been issued and accepted by IRS

**Texas LLC formation does not include:**

- Cost of state filing - \$300.00
- Order minute book
- Member agreements
- Information to client regarding organization and business formation
- Organizational minutes prepared and forwarded to client for signature
- Preparation of LLC membership certificates to be forwarded with Organizational Minutes to client
- Preparation of Bill of sale forwarded to client for signature
- Assumed name certificate (County) prepared and forwarded to client for signature
- Assumed name certificate (County) filed
- Assumed name certificate (State) prepared and forwarded to client for signature
- Assumed name certificate (State) filed
- Corporate date sheet

ENGAGEMENT NOTICE  
Notary Services and disclosures

Thank you for selecting PREMIUM MULTISERVICE LLC to assist you with your Notary Services. This notice confirms the terms of our engagement with you and the nature and extent of services we will provide. Activating your service or membership and selecting to agree to the terms and conditions of this transaction is sufficient to assure mutual understanding of each parties responsibilities.

We will notarize up to 12 documents (12 stamps) you request using information you provide to us. We will process the notarization information and provide you with copies for your records. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information in a timely manner required for Notarizing your documents. It is your responsibility to keep all documents, canceled checks, receipts, bills of sale, and other data that support your Notarization information. They may be necessary to prove accuracy and completeness to taxing , financial, or legal authorities.

You are responsible for the notarization, so you should review them carefully before you sign them. When you request the corresponding documents be notarized, or the electronic substitute, you declare that you have examined them, including all the accompanying documents, and that they are true, correct, and complete, to the best of your knowledge and belief.

Our work will not include any procedures to discover defalcations or other irregularities. The only data or analysis work we will do is that which is necessary for notarizing your document. We must use our judgment in resolving questions where there is unclarity, or where there may be conflicts between the authorities interpretations of the law and other supportable positions. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your notarizations. Penalties of as much as \$100,000 can be imposed on you for failing to disclose participation in "reportable transactions," that is, certain arrangements the State of Texas has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

Your notarized document may be selected for audit by a state authority. Any proposed concerns are subject to appeal. Premium Multiservice LLC DOES NOT extend to services relating to audits, sales tax filings, or complaint resolutions.

**Firm Fees and Record Retention Policy**

Our fee for preparation of your notarization service will be based on the number of forms or documents required to be notarized plus out-of-pocket expenses. We will retain copies of records you supplied to us along with our work papers for your engagement for a period of 3 years. After three years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. We only keep digital versions. You should keep the original records in secure storage.

**Limited number of firm Fees for PREMIUM services are included in the membership costs of this terms and conditions agreement. The member is responsible for the complete cost of the Notarization service if the membership is cancelled at any point during it's 12 month period. Membership fees are not subject to crediting the cost of a Notarization service**

### Notarization Service Includes

Each of the items below is a separate service request.

Requesting a document which requires varios pages to be notarized is counted/invoiced at a “per-stamp” basis.

Documents that can be notarized include:

- Wills
- Trusts
- Deeds
- Contracts
- Affidavits

### Notarization Service **does not include:**

- Letter Writing
- Document translation
- Sending documents via email, mail,or facsimile

### Be Prepared for Your Notary Visit

Bring a valid, government issued photo ID with you when you visit our office for your notary service.

Laws vary by state and some documents may require witnesses in addition to the notarization. In some cases, a notary public might not be legally allowed to also, simultaneously, act as a signature witness. Check our office store if you wish to inquire as to the availability of signature witnesses in addition to a notary stamp, if such a requirement is mandated by the requirements of your document.

PREMIUM MULTISERVICE LLC  
ENGAGEMENT NOTICE  
Texas Vehicle Title Services

Thank you for selecting PREMIUM MULTISERVICE LLC to assist you with your Texas Vehicle Title Service. This notice confirms the terms of our engagement with you and the nature and extent of services we will provide. Activating your service or membership and selecting to agree to the terms and conditions of this transaction is sufficient to assure mutual understanding of each parties responsibilities.

We will file the corresponding Texas Vehicle Title Service documents you request using information you provide to us. We will process the vehicle title information and provide you with copies for your records. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information in a timely manner required for filing of complete and accurate title transfers, registration, and lost titles. It is your responsibility to keep all documents, canceled checks, receipts, bills of sale, and other data that support your vehicle sale/purchase transaction. They may be necessary to prove accuracy and completeness to a taxing or transit authority. You agree to report all the taxable incomes, including any bartering, partnership interests, sales of assets, and all investment income from all sources

You are responsible for the filings, so you should review them carefully before you request them. When you request the corresponding documents, or the electronic substitute, you declare that you have examined them, including all the accompanying purchasing and inspection documents, and that they are true, correct, and complete, to the best of your knowledge and belief.

Our work will not include any procedures to discover defalcations or other irregularities. The only data or analysis work we will do is that which is necessary for submitting Texas Vehicle Title Service filing. We must use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your filings. Penalties of as much as \$100,000 can be imposed on you for failing to disclose participation in "reportable transactions," that is, certain arrangements the State of Texas has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

Your Texas Vehicle Title filings may be selected for audit by a transit authority. Any proposed adjustments are subject to appeal. Premium Multiservice LLC DOES NOT extend to services relating to audits, sales tax filings, or IRS complaint resolutions.

#### **Firm Fees and Record Retention Policy**

When transferring Vehicle ownership in Texas, the state requires the transfer be taxed at a minimum Standard Presumptive Value (SPV) which is determined with the Vehicle Identification number (VIN) and mileage at the time of transfer of the vehicle. The cost of the transaction for our member using this service is the same as the costs incurred from the state plus any out-of-pocket expenses. We will retain copies of records you supplied to us along with our work papers for your engagement for a period of 3 years. After three years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. We only keep digital versions. You should keep the original records in secure storage.

**Limited number of firm Fees for PREMIUM services are included in the membership costs of this terms and conditions agreement. The member is responsible for the complete cost of the Texas Vehicle Title service filing if the membership is cancelled at any point during its 12 month period. Membership fees are not subject to crediting the cost of a Texas Vehicle Title Service.**

#### **Texas Vehicle Title Service Includes**

Each of the items below is a separate service request.

Requesting a Title transfer and registration for a title that is lost and is also salvaged is a request for 3 separate title services.

1. Title transfers & Registration

- a. Submit Form 130-U to County
2. Lost/misplaced titles
  - a. Submit form VTR -130 SOF to state of Texas
  - b. Bond paperwork and application if needed
3. Salvage Title
  - a. Submit forms
    - i. VTR-61
    - ii. 130U to County if needed
4. Damaged title
  - a. Submit form VTR -130 SOF to state of Texas
  - b. Bond paperwork and application

**Texas Vehicle Title Service does not include:**

- Cost of taxes for title transfers with county or state
- Cost of registration with county or state
- Cost of filing with county or state
  
- Cost of any bonds needed to complete filing with the state

**Business Sessions Schedule**

**(30-60 minutes each)**

**Group - Online - In Person**

**Session topics and sequence may vary, be cancelled, or updated depending on each member's needs.**

**Group sessions may include marketing events support and/or gatherings.**

**Session 1**

**Membership Onboard - Info review**

**Session 2**

**Goals - Info Review**

**Session 3**



## **Cost Management Review**

### **Session 4**

## **1st 3 Month Goals and Financial Review**

### **Session 5**

## **Competition - Target Audience**

### **Session 6**

## **Business Tools**

### **Session 7**

## **Business Strategies**

### **Session 8**

## **Business Allies**

### **Session 9**

## **2nd 3 Month Goals and Financial Review**

### **Session 10**

## **Strategy Implementation**

### **Session 11**

## **Income - Expenses - Investments - Taxes**

### **Session 12**

## **Membership Review and the Future**

## **CGC + Partners LLC "PLUS" Membership Engagement**

### **LOGO DESIGN OR REBRANDING**

CGC + Partners will provide the following graphic design services as part of the agreement: (i) Logo / Isotype or brand identity Redesign if needed. (ii) Brand Manual. (iii) Business Cards. (iv) 20% discount rate in other graphic design services.

### **WEBSITE DESIGN**

All webpages conceptualized, created, designed or produced by CGC + Partners are governed by the following general conditions: Concept & Design. CGC+Partners creates designs that adapt to the capabilities of many devices and screen sizes. CGC+Partners creates them iteratively and uses predominantly but not exclusive HTML and CSS. CGC+Partners may use visuals to indicate a creative direction (color scheme, texture and typography.). The Client will have three (3) opportunities to review the work and provide feedback. CGC+Partners either shares a Dropbox, Google Drive folder or development site with Client and both parties will have regular, possibly any other day contact by either phone, chat, Skype among others. If at any stage of the work, The Client change her/his mind about what she/he wants delivered or isn't happy with the direction the work is taking, The Client will pay CGC+Partners in full for the time CGC+Partners has spent working until that point and may terminate this contract.

Text Content. Unless agreed separately, CGC+Partners is not responsible for inputting text or images into Client's content management system or creating every page on your website. CGC+Partners provides professional copywriting and editing services, so if the Client would like CGC+Partners to create new content or input content, CGC+Partners will provide a separate estimate. Graphics and Photographs. The Client should supply graphic files in an editable, vector digital format. The Client should supply photographs in a high resolution digital format. If the Client chooses to buy stock photographs, CGC+Partners can suggest stock libraries. If the Client would like CGC+Partners to search for photographs, CGC+Partners can provide a separate estimate. Browser testing. Browser testing no longer means attempting to make a website look the same in browsers of different capabilities or on devices with different size screens. It does mean ensuring that a person's experience of a design should be appropriate to the capabilities of a browser or device. CGC+Partners tests work in current versions of major desktop browsers including those made by Apple (Safari), Google (Chrome), Microsoft (Edge), Mozilla Firefox and Opera. We won't test in other older browsers unless we agree separately. If you need an enhanced design for an older browser, we can provide a separate estimate for that. Mobile browser testing. Testing using popular smaller screen devices is essential in ensuring that a person's experience of a design is appropriate to the capabilities of the device they're using. CGC+Partners tests designs in: iOS: Safari and Google Chrome - Android: Google Chrome. CGC+Partners won't test in Opera Mini/Mobile, specific Android devices, or other mobile browsers unless parties agreed separately. If the Client needs us to test using these, we can provide a separate estimate. Technical Support. CGC+Partners is not a website hosting company and doesn't offer support for website hosting, email or other services relating to hosting. The Client may already have professional hosting and even manage that hosting in-house. CGC+Partners can set up your site on a server, plus any statistics software such as Google Analytics Then, the updates to, and management of that server will be up to the Client. Search Engine Optimization (SEO). CGC+Partners doesn't guarantee improvements to Client website's search engine ranking, but the pages that CGC+Partners develops are accessible to search engines. Changes and Revisions. The scope and the price of the Services at the beginning of this contract are based on the number of weeks/hours that CGC+Partners estimates needed to accomplish everything Client's told CGC+Partners, she/he wants to achieve. During the annual membership program, the Client has unlimited opportunities to make revisions and/or suggest changes. Intellectual Property Rights. "Intellectual property rights" means all patents, rights to inventions, copyright (including rights in software) and related rights, trademarks, service marks, get up and trade names, internet domain names, rights to goodwill or to sue for passing off, rights in designs, database rights, rights in confidential information (including know-how) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which subsist or shall subsist now or in the future in any part of the world. The Client guarantees that all elements of text, images or other artwork she/he provides are either owned by Client's good selves, or that the Client has permission to use them. When the Client provides text, images or other artwork to CGC+Partners, The Client agrees to protect CGC+Partners from any claim by a third party that we're using their intellectual property. CGC+Partners guarantees that all elements of the work we deliver to the Client are either owned by CGC+Partners or obtained permission to provide them to the Client. When CGC+Partners provides text, images or other artwork to you, we agree to protect the Client from any claim by a third party that you're using their intellectual property. In the case that the Client has paid for the work and this contract hasn't been terminated, CGC+Partners will assign all intellectual property rights to the Client as follows: The Client will own the website design plus the visual elements that CGC+Partners create for it. CGC+Partners will give to the Client source files and finished files and the Client should keep them somewhere safe as CGC+Partners is not required to keep a copy. The Client owns all intellectual property rights of text, images, site specification and data you provided, unless someone else owns them. CGC+Partners will own any intellectual property rights that CGC+Partners has developed prior to, or developed separately from this project and not paid for by the Client. CGC+Partners will own the unique combination of these elements that constitutes a complete design and we'll license its use to the Client, exclusively and in perpetuity for this project only, unless we agree otherwise.

#### **DIGITAL MARKETING PLAN**

CGC + Partners will support the Client in the preparation of a custom digital marketing plan aligned on Client business' goals. After an initial business diagnostic and planning phase, CGC + Partners will help the Client to develop a one-page strategic plan document that outlines the tactics to be implemented by the Client over a specific period of time.

#### **Real Estate Disclosures:**

Century 21 Olympian pre-negotiated offer for PREMIUM MULTISERVICES LLC members on residential properties: Up to \$600 on a home warranty included in the sale or purchase of a listed home. Dedicated team of real estate professionals available with activation of any membership program.

Premium Multiservice LLC is not licensed to act as real estate agent or broker. All real estate offers and transactions are through third party agreements and are transacted by Century 21 Olympian, a licensed real estate broker.