

RULES & POLICIES

1. Not to negotiate in our Professional fee.
2. Not to negotiate in Service Tax Charges in our Professional Bill.
3. Not to expect any "Free Consultancy" from our office.
4. Not to insist for doing any type of work "Urgently or Immediately".
5. Not to insist for "Certification of Project Report , Project Report and Stock Statement ".
6. Not to insist our Audit staff to do Accounting or Correction in Accounts when they are on Audit work at your place.
7. Not to insist our staff for "Violation of Professional Ethics".

AND

8. To follow strictly the office working hours between "10 AM to 1:30 PM & 2 PM to 6 PM" except Sunday and Public Holidays.
9. To note that those who desire to get the Accounting work done from our staff , kindly notice that it will be done at our office and not at client's place.
10. To observe your dates regarding "Registration , Assessment , Appeal Tribunal under various Acts.
11. To observe Government due dates for Tax Payments , Returns , Audit & forms under various Acts.
12. To pay our fees immediately but not beyond 30 days from our Bill Date.
13. To note that the "Refund of Clients" due from Government is a responsibility of Government and not ours.
14. To pay for "True copies & Xeroxing" from our office , it is not free from our office.
15. To meet our "Managers & Staff" with prior appointment only.
16. To give "out of pocket Expenses" in advance and in cash to our office.
17. To deliver and collect "Documents and records" to and from our office by your staff only.
18. To intimate if there is a change in Telephone No. , Mobile No. , Address , E-mail id etc. off office /resident to our office.