

*Some Bookminders clients have either permanently adopted a virtual work environment or decided that a virtual relationship with Bookminders increased their efficiency and/or complemented their paperless infrastructure. In response, Bookminders has added a processing option called "Weekly eService" to our fee schedule. The pricing for Weekly eService reflects the efficiencies gained by fully utilizing virtual technology.*

## Bookminders Weekly eService clients must:

### Use Bill.com:

- ☐ Vendor bills are emailed to the Bill.com inbox or uploaded to ShareFile by the end of the weekly meeting day\*
- Vendor bills uploaded after the meeting day are held until the next processing
- Bookminders processes bills 48 hours before the weekly meeting
- The client approves selected bills for payment prior to the weekly meeting
- Payments are released after the weekly cash update

### Provide access to all bank accounts:

- ☐ Read-only, online access, or
- ☐ Weekly print outs of the bank activity and ending balance, or
- ☐ Weekly activity downloaded to Excel with the ending bank balance

### Consistently provide timely financial information:

- ☐ Assign a point-person to provide documents via ShareFile, or other secure file exchange
- ☐ Similar documents are uploaded as one group or individual documents\*
- ☐ Different types of documents are uploaded as separate files\*
- ☐ Documents are properly sequenced and rotated.\*

### Meet using a web-based video platform:

- ☐ Weekly video meetings occur using Microsoft Teams or the clients preferred platform
- ☐ Financial statements are reviewed via screen sharing once per month

The above criteria must consistently be met to use Bookminders Weekly eService.

Bookminders reserves the right to switch clients to our standard Weekly Service, which includes an in-person meeting where physical documentation is exchanged, key financial information is reviewed, and checks for signature and mailing are provided.

*\*Hourly charges apply to properly organize uploaded documents, if needed.*