

Retainer Fee Policy

Questions? Contact Us!



K Liu Accounting Retainer Fee and Progressive Invoicing Policy

Our [retainer fee](#) is a standard policy for [corporate tax files](#), as well as [bookkeeping and accounting service requests](#). It is a [prepaid amount](#) that secures our services in advance, ensuring [priority access](#) to our accounting support while preventing disruptions due to unpaid invoices. This arrangement allows us to dedicate time to your file without delays and provides predictable costs while avoiding last-minute billing issues. By implementing a retainer policy, we can focus on completing client work efficiently rather than allocating resources to payment collection—ultimately helping us keep client billables lower.

Once the [\\$800 retainer fee](#) is received, our team can begin work on your file. The retainer will be applied as a [credit](#) to your account and deducted from your final invoices upon completion of your year-end file. As we proceed with your file, our [progress invoicing policy](#) requires us to [invoice clients progressively](#) after each major stage of work (typically every [4-6 hours](#)). We also provide updates on the estimated hours needed to finalize the file, ensuring [ongoing transparency](#) and clear communication. This approach helps prevent unexpected billing surprises and encourages timely discussions about any concerns you may have.

Please let us know if you have any further questions or concerns. We want to ensure you feel completely comfortable before we proceed with your service engagement.