

Penflex, Inc. 11/1/2016-10/31/2017 Service Fee Agreement

**ARLINGTON FIRE DISTRICT
SERVICE AWARD PROGRAM**

Standard Services Fee Schedule

Base Fee: \$3,300, \$0 change from 2015

Per-Participant Fee: \$17, \$0 change from 2015

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2015

Total Estimated Standard and Distribution Services Fees: \$5,900

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- COMPLETE the 'LOSAP Audit Package' for a fee of \$495.
Auditing Firm: _____
Contact Name: _____
Email Address: _____
Please note: the LOSAP Audit Package does not satisfy the LOSAP audit requirement, but it assists the accounting firm performing the audit.
- DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Chairperson of the Board of Fire Commissioners sign and return this Service Fee Agreement. Keep a copy for your records.

Chairperson
Board of Fire Commissioners
Arlington Fire District

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.