

**ELM Computer Systems Inc.**200 One Valleywood Drive  
Markham ON L3R 5L9**Telephone:** 416 495 1624**Toll Free:** 800 268 3211**Fax:** 416 495 0044**Email:** support@avantax.ca

CLIENT INFORMATION	
Contact Name:	
Email:	Position:
Certification Name:	
Email:	Position:
Company Name:	
Account Number:	
Address:	
Phone:	Fax:

Standard Package & Optional Services
<input checked="" type="checkbox"/> <b>Standard Package</b> – Required Number of corporate accounts in dataset: _____ <input type="checkbox"/> Select to waive included XML file preparation <input type="checkbox"/> Select to waive included XML file submission
<input type="checkbox"/> <b>Option 1</b> - Individual recipient slips (PDF) Suitable for slip distribution over a corporate portal (supporting any naming convention) or by email (password protected PDF)
<input type="checkbox"/> <b>Option 2</b> - Email password protected recipient slips (PDF); requires <b>explicit recipient consent</b> and <b>Option 1</b> <input type="checkbox"/> Select to use unique email for each corporate account
<input type="checkbox"/> <b>Option 3</b> - Print recipient slips
<input type="checkbox"/> <b>Option 4</b> - Fold & envelope printed slips; requires <b>Option 3</b>
<input type="checkbox"/> <b>Option 5</b> - Mail printed recipient slips; requires <b>Option 4</b> <input type="checkbox"/> Select if return address is USA or International <input type="checkbox"/> Select if mailing includes USA or International recipients
<input type="checkbox"/> <b>Option 6</b> - Courier printed slips to client; requires <b>Option 3</b>
<input type="checkbox"/> <b>Option 7</b> - Apply signature to applicable forms <input type="checkbox"/> Select to use unique signature for each corporate account
<input type="checkbox"/> <b>Terms of Service</b> – I acknowledge that by completing this order form I have read and agree to the <a href="#">Terms of Service</a>
<b>NOTES &amp; SPECIAL REQUESTS</b>

Slip Type	Slip Qty.	Account Number	Date on Summary

**FEATURES INCLUDED IN OUR STANDARD PACKAGE**

- Data and file transfer via our Secure Client Portal
- Data import from CSV, XLS, XLSX & XML file formats
- Data validation against CRA / RQ XML schemas
- Preliminary reports for client approval prior to submission
- XML submission to CRA / RQ
- PDF file containing all summaries
- PDF file containing all recipient slips
- Data Pack containing all data, forms & reports related to this order

**ADDITIONAL FEES AND ASSESSMENTS**

- Repair of import file formatting errors performed by AFS will be invoiced at then current hourly rates and will be invoiced a minimum additional fee of \$300.00
- Data received within two weeks of its filing deadline will be invoiced a minimum additional fee of \$500.00; invoice to be paid in full prior to processing
- Additional, Amended & Cancelled returns will be invoiced a minimum of \$300.00 per incident; requested optional services will be invoiced at current rates; invoice to be paid in full prior to processing

PAYMENT OPTIONS	
<ul style="list-style-type: none"><li>• 50% of invoice (100% if under \$1,000.00) due prior to processing, remainder due prior to submission</li><li>• a surcharge will be applied to payments made by credit card</li></ul>	Cheque <input type="checkbox"/> Direct Deposit / Wire Transfer <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/>
	Card Number: _____ Exp. (mm/yy):    /
	Cardholder's Name: _____ CVV: _____