

# Service Agreement Van Passe B.V.

This service agreement sets out the terms between Van Passe B.V. (hereinafter: “Van Passe B.V.”) and the client (hereinafter: “Client”).

## 1. Our Services

Van Passe B.V. offers the following standard services:

Service	Description
Administration	The Client receives support in keeping their administration up to date.
VAT Returns	VAT returns are prepared four times per year, provided that the conditions are met.
Income Tax	The preparation of income tax returns is included under specific conditions.
1-on-1 Calls	A monthly personal call for questions and support.
Unlimited Q&A	The Client can ask questions about their administration and tax matters.
Online App Access	Access to an online platform for document management and insight into administration.

Other Services:

Service	Description
One-time Projects	Van Passe B.V. also offers one-time projects. After completion, the collaboration ends automatically unless otherwise agreed.

Our services and pricing are based on the timely and complete submission of data by the Client.

## 2. Pricing and Additional Services

Service	Rate (excl. VAT)
Standard Monthly Fee	€63,- <i>Outlook: the standard monthly fee is expected to increase to €70 (excl. VAT) as of January 1st, 2026.</i>
Custom Price for Large Administration	Negotiable, depending on the size
OSS Return per Month	€17,-
Payroll Administration per Employee per Month	€17,- <i>Setup fee: €150,- per payroll administration (one-time)</i>

Invoice Processing Service per Month	€20,- <i>Only upon request, optional additional service</i>
Extra Questions/Work (Hourly Rate)	€75,-
Startup Costs	Depends on the amount of outstanding work
Extra Costs for Late Submission	Ranging from €50,- to €200,-, depending on urgency
One-Time Projects	Negotiable, depending on the complexity and scope of the project

For large or additional requests outside the regular service scope, an hourly rate of €75,- (excl. VAT) applies. Costs will be communicated in advance and confirmed in writing.

### 3. VAT Returns

Condition	Description
Duration of Agreement	Van Passe B.V. will only process the VAT return if payment for the full quarter has been received. This means that if the subscription is cancelled or payment is not made before the final month of the quarter (March, June, September, or December), the VAT return for that quarter will not be processed.
Late Submission	If documents or information are submitted close to a deadline, extra costs ranging from €50,- to €200,- may apply, depending on urgency.

### 4. Income Tax

Condition	Description
Duration of Agreement	The client must be a customer for at least 9 months within the calendar year to qualify for income tax filing.  Not applicable to entrepreneurs who started their business in the same calendar year. Any small additional fee will always be discussed in advance, especially for those who start towards the end of the year.
Termination within 9 Months	If the client terminates the agreement within 9 months of the start date, income tax filing will only be processed for an additional fee.
Special Cases	Van Passe B.V. reserves the right to decline income tax filing or charge an additional fee if the conditions are not met. Each case will be assessed individually and communicated with the client in advance.

### 5. Duration and Termination

Condition	Description
Duration of Agreement	The agreement is entered into for an indefinite period and always ends on the last day of the month in which the termination is made.
Termination Method	Termination must be done in writing via email or postal mail.
Termination Conditions	Upon termination, the provisions of Article 3 and Article 4 regarding VAT and income tax apply.

## 6. Other Provisions

Condition	Description
General Terms and Conditions	This agreement is subject to the General Terms and Conditions of Van Passe B.V.. Any general terms and conditions of the Client are explicitly excluded.