



Basic Services—Non-Profit and For Profit

Haynes, Benford and Associates will be with you from the very beginning, helping you define your purpose or mission and develop a sound Business Plan to ensure future growth. We offer a full range of services.

IRS 501(c)3 completion

Fee \$500.00

Services include: Consulting, By-Laws preparation, assist in developing Business Plan drafting of business narratives and financials, IRS SS4 completion, filing Articles of Incorporation with State of Texas, and filing 501(c) 3 with the Internal Revenue Service.

Business Plan preparation

Fee \$250.00

Completed plan has approximately 30-35 pages including financials, marketing strategies, color charts, graphs and more. Printed in color and hard copy delivered in a professional presentation folder with file on CD.

Grant Proposal

Fee \$250.00

Service includes a 15-20 page grant proposal. Key section within the proposal includes: Introduction Letter, Executive Summary, Program Narrative, Needs Assessment , Attachments. Printed hard copy delivered in a professional presentation folder with file on CD.

Preparation of Bylaws

Fee \$75.00

Printed hard copy delivered in a professional presentation folder with file on CD.

Articles of Incorporation filing

Fee \$90.00

IRS SS4 filing

Fee \$50.00

Paperwork completed for to secure an IRS Employer Identification Number (EIN)

Guided Consulting

Fee \$50.00 an hour

For time spent reviewing, assessing or advising the organization and on specific areas of targeted development providing recommendations, research or available resources. Also, additional Services include proofreading and editing or program development.

