



March 1, 2022

The Honorable Village President
Members of the Board of Trustees
Village of Orland Park, Illinois

We are pleased to confirm our understanding of the services we are to provide for the Village of Orland Park.

It is our understanding that Lauterbach & Amen, LLP will provide Payroll Coordinator, Accounts Payable Coordinator, and Accounting Analyst services to the Village of Orland Park. Such assistance will be arranged between the Village and Lauterbach & Amen, LLP and will be billed monthly beginning April 1, 2022 through March 31, 2023 as follows:

Payroll Coordinator	Accounts Payable Coordinator	Accounting Analyst	Monthly Total
\$10,200	\$10,200	\$11,500	\$31,900

The fees will then increase 3.0% in each subsequent year, unless there is a change in the services provided. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

The Village agrees that during the term of this agreement and for a period of twelve months thereafter, the Village shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Village to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person’s annual compensation.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

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RESPONSE:

This letter correctly sets forth the understanding of the Village of Orland Park, Illinois.

By: _____

Title: _____