

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the bookkeeping and accounting services [Your Firm Name] will provide to [Client Name].

1. Scope of Services

We will provide the following services for the period beginning [Start Date]:

- Recording of financial transactions in accounting software.
- Bank and credit card reconciliations.
- Preparation of monthly/quarterly financial statements (Balance Sheet, Profit and Loss).
- Accounts payable and accounts receivable processing.
- [List any additional services here].

2. Client Responsibilities

The management of [Client Name] is responsible for:

- Providing accurate and complete financial information in a timely manner.
- Maintaining adequate internal controls.
- The accuracy of the financial statements and underlying records.
- Ensuring all business activities comply with relevant laws and regulations.

3. Limitations of Engagement

This engagement is limited to the bookkeeping and accounting services specified above. We will not perform an audit or review of your financial statements. Consequently, we will not express an opinion or any other form of assurance on them. Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts.

4. Fees and Billing

Our fees for these services will be based on [Flat Monthly Rate / Hourly Rate of \$X]. Invoices will be issued [Monthly/Bi-weekly] and are due upon receipt. We reserve the right to suspend services if accounts remain unpaid for more than [Number] days.

5. Term and Termination

This agreement will remain in effect until terminated by either party. Either party may terminate this relationship by providing [Number] days' written notice to the other party.

6. Confidentiality

We will maintain the confidentiality of all information provided to us during this engagement, except as required by law or authorized by you in writing.

Please sign and return a copy of this letter to indicate your acknowledgment and acceptance of these terms.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Firm Name]

Accepted by:

Signature: _____

Name: [Client Representative Name]

Title: _____

Date: _____