

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Engagement Letter for Comprehensive Write-Up Services

Dear [Client Name],

This letter confirms the terms and objectives of our engagement to provide write-up and accounting services for [Company Name] for the period ending [Date].

1. Scope of Services

We will perform the following accounting services:

- Recording and classifying cash receipts and disbursements.
- Reconciling bank accounts and credit card statements.
- Recording adjusting journal entries (depreciation, accruals, etc.).
- Preparation of internal-use financial statements (Balance Sheet and Income Statement).
- General ledger maintenance.

2. Client Responsibilities

You are responsible for the following:

- Providing all necessary financial records and source documents in a timely manner.
- The accuracy and completeness of the information provided to us.
- Maintaining internal controls over your business operations.
- Final approval of all journal entries and financial reports.

3. Limitations of Engagement

This engagement is limited to the write-up services specified above. We will not audit or review your financial statements. Our work cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. We will inform you of any material errors or irregularities that come to our attention.

4. Fees and Billing

Our fees for these services will be [Insert Fee Amount] per [Month/Quarter/Year]. Invoices are due upon receipt. We reserve the right to suspend services if accounts become [Number] days past due.

5. Term and Termination

This engagement begins on [Start Date] and continues until terminated by either party with [Number] days' written notice.

Please sign and return a copy of this letter to indicate your agreement with these terms.

Sincerely,

[Your Name/Firm Name]

[Your Title]

Accepted by:

Signature: _____

Name: [Client Representative Name]

Date: _____