

[Date]

[Client Name]  
[Client Title]  
[Company Name]  
[Company Address]

Dear [Client Name],

Thank you for the opportunity to propose our professional bookkeeping services for [Company Name]. Our goal is to provide accurate financial oversight to help your business grow and remain compliant.

### **Scope of Services**

On a monthly basis, we will provide the following services:

- Bank and credit card reconciliations.
- Accounts payable and receivable management.
- General ledger maintenance.
- Monthly Profit and Loss statements and Balance Sheets.
- Sales tax filings (if applicable).
- Year-end financial package for your CPA.

### **Professional Fees**

Based on your current transaction volume, our monthly fee for these services is \$[Amount]. Any additional projects outside this scope will be billed at a rate of \$[Hourly Rate] per hour, subject to your prior approval.

### **Next Steps**

If this proposal meets your requirements, please sign below and return a copy to our office. We look forward to the possibility of working with your team.

Sincerely,

[Your Name]  
[Your Title]  
[Your Firm Name]

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### **Acceptance**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_