

[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 to provide outsourced accounting and write-up services to [Company Name] for the period ending [Date/Year].

1. Scope of Services

We will perform the following accounting services:

- Recording and classifying cash receipts and disbursements.
- Reconciling bank and credit card statements.
- Maintaining the general ledger.
- Preparing periodic trial balances.
- [Optional: Preparing monthly or quarterly internal financial statements].

2. Management Responsibilities

Management is responsible for:

- The accuracy and completeness of all data provided to us.
- The safeguarding of assets and internal controls.
- Making all management decisions and performing all management functions.
- Designating an individual with suitable skills to oversee our services.

3. Limitations of Engagement

This engagement is limited to the services listed above. We will not audit or review your financial statements. Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, 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 [Amount/Hourly Rate]. Invoices are rendered [Monthly/Bi-Weekly] and are due upon receipt. Work may be suspended 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 acknowledgment of and agreement with these arrangements.

Sincerely,

[Your Name/Firm Name]

[Your Title]

Accepted by:

Signature: _____

Name: [Client Representative Name]

Date: _____