

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

## **Re: Virtual Bookkeeping Services Engagement Letter**

Dear [Client Name],

This letter confirms the terms of our engagement and the nature of the virtual bookkeeping services [Your Firm Name] ("we," "us," or "our") will provide to [Client Company Name] ("you" or "your").

### **1. Scope of Services**

We will provide the following remote bookkeeping services using [Name of Software, e.g., QuickBooks Online]:

- Recording and classifying monthly bank and credit card transactions.
- Reconciliation of [Number] bank and credit card accounts.
- Preparation of monthly Profit & Loss and Balance Sheet statements.
- [Optional: Accounts Payable/Receivable management].
- [Optional: Sales tax filing support].

### **2. Client Responsibilities**

To perform these services, you agree to:

- Provide timely access to online accounting software and view-only bank access.
- Provide all necessary receipts, invoices, and documentation by the [Day] of each month.
- Review all financial reports provided and notify us of any discrepancies.
- Maintain final responsibility for the accuracy of the underlying business data.

### **3. Fees and Payment**

Our fee for these services is \$[Amount] per [Month/Hour]. Invoices will be sent on the [Date] of each month and are due upon receipt. Payments will be made via [Payment Method].

### **4. Term and Termination**

This engagement begins on [Start Date] and continues on a month-to-month basis. Either party may terminate this agreement with [Number] days' written notice.

### **5. Limitation of Liability**

Our services do not include audits or fraud detection. We are not responsible for penalties or interest resulting from incomplete or inaccurate information provided by you.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

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**Accepted by:**

Signature: \_\_\_\_\_

Name: [Client Representative Name]

Date: \_\_\_\_\_