

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Year-End Write-Up and Bookkeeping Services Engagement

Dear [Client Name],

This letter confirms the terms of our engagement and the nature of the services we will provide for the fiscal year ending [Year-End Date].

1. Scope of Services

We will perform the following bookkeeping and write-up services:

- Reconciliation of bank and credit card accounts.
- Review of general ledger activity and adjustment of journal entries.
- Preparation of year-end financial statements (Balance Sheet and Income Statement).
- Preparation of required [Form 1099s / Annual Filings], if applicable.

2. Limitations of Engagement

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

3. Client Responsibilities

You are responsible for:

- Providing all necessary financial records (bank statements, receipts, invoices) in a timely manner.
- The accuracy and completeness of the information provided to us.
- The maintenance of adequate internal controls.
- Final approval of all financial statements and adjustments.

4. Fees

Our fees for these services will be [Fixed Amount / Based on Hourly Rates]. Fees are due and payable [Upon Receipt / According to Schedule]. Any additional services requested outside this scope will be billed separately.

5. Term and Termination

This agreement is effective for the fiscal year stated above. Either party may terminate this relationship with [Number] days' written notice.

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

Sincerely,

[Your Name/Firm Name]

[Your Title]

Accepted by:

Signature: _____

Title: _____

Date: _____