

[Date]

[Client Contact Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement for Interim Outsourced Chief Financial Officer (CFO) Services

Dear [Client Name],

This letter confirms the terms and objective of our engagement to provide interim outsourced CFO services to [Client Company Name] ("the Company").

1. Scope of Services

We will provide the following services on an interim basis:

- Financial strategy and planning
- Oversight of accounting operations and financial reporting
- Budgeting, forecasting, and cash flow management
- Management of banking and investor relations
- Financial risk assessment and internal control reviews
- [Insert Additional Specific Services Here]

2. Responsibilities of the Company

The Company's management remains responsible for:

- The accuracy and completeness of the financial information provided to us.
- Making all management decisions and performing all management functions.
- Establishing and maintaining internal controls.
- Designating an individual with suitable skills to oversee our services.

3. Fees and Billing

Our professional fees for these services will be [Amount] per [Hour/Month/Week]. Any out-of-pocket expenses incurred will be billed at cost. Invoices are due and payable [Number] days from the invoice date.

4. Term and Termination

This engagement begins on [Start Date] and will continue until [End Date] or until terminated by either party. Either party may terminate this agreement upon [Number] days' written notice.

5. Limitation of Liability

Our services do not constitute an audit, review, or compilation of financial statements in accordance with GAAS or GAAP. Our liability for any claim related to this engagement shall be limited to the total fees paid for the services giving rise to the claim.

6. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary and non-public information obtained during the course of this engagement.

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

Sincerely,

[Your Name/Firm Name]
[Your Title]

Accepted and Agreed:

For [Client Company Name]:

Signature: _____

Name: [Print Name]

Title: [Print Title]

Date: [Print Date]