

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Clarification of Scope of Work - Outsourced CFO Services

Dear [Client Name],

Following our recent discussions regarding the Outsourced CFO services for [Client Company Name], I am writing to formally clarify and confirm the specific scope of work to ensure alignment between our organizations. This letter serves as a supplement to the Professional Services Agreement dated [Date].

1. Included Services:

Our advisory services will strictly include the following:

- Financial strategy and planning (Budgeting and Forecasting).
- Cash flow analysis and management oversight.
- Review of monthly financial statements and KPIs.
- Board meeting participation and financial reporting.
- Capital structure advisory and fundraising support.

2. Excluded Services (Out of Scope):

For the avoidance of doubt, the following items are not included in the current fee structure:

- Daily bookkeeping, accounts payable, or accounts receivable processing.
- Tax return preparation and formal tax filing.
- Audit representation or detailed forensic accounting.
- Human Resources administration or payroll processing.

3. Responsibilities:

[Your Company Name] will act in an advisory capacity. All final management decisions and the implementation of financial strategies remain the responsibility of [Client Company Name] management. Accurate and timely data must be provided by your internal accounting team to facilitate these services.

4. Additional Work:

Any tasks requested outside of the "Included Services" section will be billed at an hourly rate of [Rate] or subject to a separate project-based fee agreement.

Please acknowledge your agreement with this clarification by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Title]

Acknowledgment and Acceptance:

Signature: _____

Name: [Client Name]

Date: _____