

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Engagement for Outsourced CFO Services

Dear [Contact Name],

This letter confirms the terms and objectives of our engagement to provide outsourced Chief Financial Officer (CFO) services to [Client Name] ("the Company").

1. Scope of Services

The specific services to be provided include, but are not limited to:

- Financial oversight and strategic planning.
- Review and analysis of monthly financial statements.
- Budget preparation and variance analysis.
- Cash flow forecasting and management.
- Assistance with capital raising and banking relationships.
- Participation in executive or board meetings as required.

2. Responsibilities of the Company

The Company remains responsible for:

- The maintenance of the internal accounting system and records.
- The accuracy and completeness of all data provided to us.
- Making all management decisions and performing all management functions.
- Designating an individual with suitable skills to oversee our services.

3. Fees and Billing

Our fees for these services will be [\$Amount] per [Month/Hour]. Invoices will be issued [Monthly/Bi-weekly] and are payable upon receipt. Any additional projects outside this scope will be billed at our standard hourly rate of [\$Rate].

4. Term and Termination

This engagement begins on [Start Date]. Either party may terminate this agreement at any time by providing [Number] days' written notice to the other party.

5. Confidentiality

We will maintain the confidentiality of all proprietary information obtained during this engagement and will not disclose such information to third parties without your prior consent, except as required by law.

6. Limitation of Liability

Our liability for any claim arising out of this engagement shall be limited to the total amount of fees paid for the services giving rise to the claim.

If these terms are acceptable, please sign and return a copy of this letter.

Sincerely,

[Your Name/Firm Name]
[Your Title]

Accepted by:

Signature: _____

Name: _____

Title: _____

Date: _____