

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Project-Based Sales and Use Tax Compliance Engagement

Dear [Client Contact Name],

This letter confirms the terms and objective of our engagement to provide sales and use tax compliance services for [Company Name] (the "Company") for the project period of [Start Date] to [End Date].

Scope of Services

We will perform the following services for the designated project period:

- Review of nexus footprints in applicable jurisdictions.
- Review of sales data and exemption certificates provided by the Company.
- Calculation of sales and use tax liabilities for [List Specific States/Jurisdictions].
- Preparation of [Number] sales and use tax returns for the period of [Period].
- Assistance with the filing and remittance process for the prepared returns.

Company Responsibilities

The Company is responsible for the accuracy and completeness of all data provided, including gross sales, taxable sales, and use tax accruals. The Company maintains final responsibility for the timely funding of tax payments and the signature of tax returns.

Professional Fees

Our fee for this project is estimated to be \$[Amount]. This fee is based on the volume of transactions and jurisdictions identified. Any work outside the scope of this letter will be billed at our standard hourly rate of \$[Rate]. A retainer of \$[Amount] is required before work commences.

Limitation of Liability

Our services do not include audits or forensic examinations intended to disclose fraud or illegal acts. Our liability for any claim arising out of this engagement shall be limited to the total amount of fees paid for these services.

Term

This engagement concludes upon the filing of the final return for the project period specified above. Either party may terminate this agreement 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]

[Title]

Acknowledged and Accepted:

[Client Representative Signature]

Date: _____