

[Date]

[Client Contact Name]
[Client Company Name]
[Address Line 1]
[City, State, Zip Code]

Re: Engagement Letter for Indirect Tax Automation and Advisory Services

Dear [Client Name],

This letter confirms the terms and conditions under which [Consulting Firm Name] ("we" or "the Firm") will provide indirect tax automation and advisory services to [Client Company Name] ("you" or "the Client").

1. Scope of Services

The scope of this engagement includes the following activities:

- **Tax Technology Implementation:** Assistance with the configuration and integration of [Specific Software Name] with your ERP system.
- **Process Design:** Development of automated workflows for VAT/GST/Sales Tax determination and reporting.
- **Data Validation:** Review of historical transaction data for tax calculation accuracy.
- **Advisory:** Technical advice regarding indirect tax nexus, product mapping, and regulatory compliance requirements.

2. Responsibilities

Firm Responsibilities: We will perform the services with professional care and technical skill. Our deliverables are intended for the internal use of the Client only.

Client Responsibilities: The Client is responsible for providing timely access to financial systems, accurate data, and subject matter experts. The Client retains final responsibility for all tax positions taken and returns filed.

3. Fees and Expenses

Our fees for these services are estimated as follows:

- [Fixed Fee Amount or Hourly Rate]
- Out-of-pocket expenses (travel, software licenses, etc.) will be billed at cost.

Invoices are payable within [Number] days of receipt.

4. Limitation of Liability

The total liability of the Firm for any claims arising out of this engagement shall be limited to the total fees paid by the Client for the specific services giving rise to the claim.

5. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information, data, and trade secrets disclosed during the course of this engagement.

6. Governing Law

This agreement shall be governed by and construed in accordance with the laws of [State/Country].

Please indicate your acceptance of these terms by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Consulting Firm Name]

Acknowledgment and Acceptance:

Approved by: _____

Title: _____

Date: _____