

**[Date]**

**[Client Name]**

[Client Address]

[City, State, Zip Code]

**Subject: Engagement Letter for Project-Based Cash Flow Forecasting and Budgeting Services**

Dear [Client Name],

This letter confirms the terms and objectives of our engagement to provide project-based cash flow forecasting and budgeting services for [Company Name] (the "Company").

**1. Scope of Services**

We will perform the following services for the project titled "[Project Name]":

- Development of a detailed project budget including estimated revenues and expenses.
- Creation of a periodic (weekly/monthly) cash flow forecast for the duration of the project.
- Analysis of funding requirements and potential liquidity gaps.
- Variance analysis reporting comparing actual results to budgeted figures.

**2. Period of Engagement**

This engagement is specific to the project starting on [Start Date] and is expected to conclude on or around [End Date].

**3. Client Responsibilities**

The Company is responsible for providing timely and accurate financial data, including historical records, vendor quotes, and operational assumptions. We will not perform an audit or verify the accuracy of the information provided by you.

**4. Fees and Payment Terms**

Our fee for these services is [Amount] or [Rate per Hour]. Payment is due as follows:

- [Percentage]% deposit upon signing.
- [Percentage]% upon delivery of the initial budget and forecast.
- Balance due upon project completion.

**5. Limitation of Liability**

Our services are intended for management use only. Projections are based on estimates and assumptions; actual results may vary significantly from the forecasts provided.

**6. Governing Law**

This agreement shall be governed by the laws of [State/Country].

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

Sincerely,

[Your Name/Firm Name]

[Your Title]

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**Accepted and Agreed:**

For [Client Company Name]: \_\_\_\_\_

Date: \_\_\_\_\_