

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Short-Term Cash Flow Forecasting and Budgeting Services

Dear [Client Contact Name],

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

1. Scope of Services

We will assist management in the following activities:

- Development of a 13-week rolling cash flow forecast.
- Creation of a short-term operating budget for the period of [Insert Period].
- Identification of key historical cash flow drivers and variances.
- Analysis of upcoming accounts payable, accounts receivable, and payroll obligations.

2. Management Responsibilities

The Company's management remains responsible for:

- Providing accurate and timely financial data, bank statements, and aging reports.
- Reviewing and approving all assumptions used in the forecasts.
- Final decisions regarding the payment of obligations and use of cash.

3. Limitations

These services do not constitute an audit, review, or compilation of financial statements. We will not provide an opinion or any form of assurance on the financial information. The forecasts are based on estimates and assumptions; actual results will vary from the projections, and these variations may be material.

4. Fees

Our fees for these services will be [Insert Rate/Fixed Fee]. Professional fees are due [Insert Terms, e.g., weekly/monthly]. Any out-of-pocket expenses incurred will be billed at cost.

5. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary and sensitive information shared during this engagement.

6. Term and Termination

This engagement begins on [Start Date] and will continue until [End Date/Completion]. 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]

Accepted by:

[Client Representative Name]

[Title]

[Date]