

[Date]

[Client Name]
[Company Name]
[Client Address]

Re: Cash Flow Forecasting and Budgeting Engagement

Dear [Client Name],

This letter confirms the terms and objectives of our engagement to provide cash flow forecasting and budgeting services for [Company Name].

1. Scope of Services

We will assist you in the following areas:

- Review of historical financial data and current operating expenses.
- Development of a monthly operating budget for the fiscal year ending [Date].
- Creation of a rolling [Number]-month cash flow forecast.
- Monthly review meetings to compare actual performance against budgeted targets.

2. Client Responsibilities

You are responsible for providing accurate and timely financial records, including bank statements, payroll data, and accounts payable/receivable reports. The final management decisions regarding spending and business strategy remain your sole responsibility.

3. Fees and Payment

Our fee for these services will be [Amount] per [Month/Project]. Invoices are due upon receipt. Work will begin once the initial retainer of [Amount] is received.

4. Term and Termination

This engagement begins on [Start Date] and will continue on a month-to-month basis. Either party may terminate this agreement with [Number] days' written notice.

5. Limitation of Liability

Our services do not include an audit or verification of the information provided by you. We do not guarantee specific financial outcomes or the future profitability of the business.

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

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]

Accepted by:

Signature: _____

Name: [Client Name]

Date: _____