

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

## **RE: Strategic Cash Flow Forecasting and Budgeting Advisory Services**

Dear [Client Name],

This letter confirms the terms and objective of our engagement to provide [Company Name] with strategic cash flow forecasting and budgeting advisory services.

### **1. Scope of Services**

The scope of this engagement includes the following:

- Development of a [12-month/Rolling] cash flow forecast model.
- Analysis of historical revenue and expense patterns.
- Creation of an annual operating budget aligned with strategic goals.
- Identification of key performance indicators (KPIs) and variance analysis protocols.
- [Insert additional specific services here].

### **2. Client Responsibilities**

For the successful completion of this engagement, the Client agrees to:

- Provide timely access to accurate financial records and accounting data.
- Designate a primary point of contact for information requests.
- Disclose all known future capital expenditures and debt obligations.

### **3. Fees and Payment Terms**

Our professional fees for this engagement are as follows:

- **Fixed Fee:** \$[Amount] for the initial setup and modeling.
- **Monthly Advisory:** \$[Amount] per month for ongoing monitoring and updates.
- Invoices are payable within [Number] days of receipt.

### **4. Limitation of Liability**

Our services do not constitute an audit or a legal opinion. We rely on the accuracy of the information provided by the Client. Our liability is limited to the total fees paid under this engagement letter.

## 5. Confidentiality

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

## 6. Term and Termination

This engagement will commence on [Start Date] and continue until [End Date] or until terminated by either party with [Number] days' written notice.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name/Firm Name]  
[Your Title]

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### Accepted and Agreed:

Signature: \_\_\_\_\_

Name: [Client Name]

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