

ENGAGEMENT LETTER FOR PROFESSIONAL ACCOUNTING SERVICES

Date: _____

Client Name: _____

Address: _____

Dear _____,

This letter confirms the terms of our engagement and outlines the nature and extent of the accounting services we will provide to _____ (hereinafter referred to as "the Client") for the fiscal period ending _____.

1. Scope of Services

We will provide the following professional accounting services:

2. Fees and Billing

Our professional fees for these services will be based on _____ . We estimate the total cost to be approximately _____ , plus any out-of-pocket expenses. This estimate is based on the assumption that all necessary financial documentation will be provided in a timely and organized manner.

Invoices will be rendered _____ and are payable within _____ days of presentation.

3. Client Responsibilities

The Client is responsible for the maintenance of adequate accounting records, the selection and application of accounting policies, and the safeguarding of assets. The Client agree to provide all financial information and documentation required to complete our services in a timely manner. We will not audit or otherwise verify the information you submit, and our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts.

4. Professional Standards & Confidentiality

We will conduct our engagement in accordance with the professional and ethical standards established by _____. All information acquired during the course of our engagement will be kept strictly confidential, except as required by law or professional regulation.

5. Term and Termination

This agreement will begin on _____ and will remain in effect until the services described herein are completed, or until terminated by either party giving _____ days written notice.

Please review this letter carefully. If the terms outlined are acceptable and in accordance with your understanding, please sign, date, and return the duplicate copy of this letter to us.

Sincerely,

Accounting Firm Name / Representative

Acknowledgment and Acceptance:

I hereby agree to the terms, conditions, and scope of services as set forth in this engagement letter.

Authorized Client Signature

Date

Print Name: _____

Title: _____