

CLIENT AGREEMENT FOR ACCOUNTING COMPILATION SERVICES

This Agreement is entered into on this _____ day of _____, 20____, by and between:

Accounting Firm:

Name: _____

Address: _____

Represented by: _____

And

Client:

Name: _____

Address: _____

Represented by: _____

1. SCOPE OF SERVICES

The Firm will perform a compilation engagement in accordance with Statement on Standards for Accounting and Review Services (SSARS) issued by the American Institute of Certified Public Accountants (AICPA). The services will consist of presenting in the form of financial statements information that is the representation of management, without undertaking to express any assurance on the financial statements.

The compilation will cover the financial statements of the Client for the period ending _____, and will include the following:

- Balance Sheet
- Income Statement
- Statement of Cash Flows
- Supplementary Information / Disclosures (if applicable)

2. OBJECTIVE OF A COMPILATION

The objective of our engagement is to assist management in presenting financial information in the form of financial statements without obtaining or providing any assurance that there are no material modifications that should be made to the financial statements in order for them to be in conformity with the applicable financial reporting framework.

We will not audit or review the financial statements. Accordingly, we will not express an opinion or provide any assurance on them. Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist.

3. CLIENT RESPONSIBILITIES

The Client's management is responsible for:

1. The preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
2. The design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of the financial statements.
3. Preventing and detecting fraud.
4. Ensuring compliance with laws and regulations applicable to its activities.
5. Providing the Firm with access to all information, documentation, and personnel necessary to complete the compilation.

4. FIRM RESPONSIBILITIES AND REPORTING

The Firm will conduct the compilation in accordance with professional standards. We will issue a written report upon completion of the compilation, which will accompany the financial statements. If, for any reason, we are unable to complete the compilation, we will not issue a report.

5. FEES AND PAYMENT TERMS

Fees for the compilation services described herein will be billed at the standard rate of _____ per _____, or as a flat rate of _____.

An initial retainer of _____ is required upon the signing of this Agreement. Invoices are due and payable upon receipt. Any unpaid balances after _____ days will be subject to a late fee of _____ % per month.

6. TERM AND TERMINATION

This Agreement will remain in effect until the completion of the services outlined above, unless terminated by either party. Either party may terminate this Agreement at any time by giving written notice of _____ days to the other party. Upon termination, the Client shall pay the Firm for all services rendered and expenses incurred up to the date of termination.

7. GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

For the Firm:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

For the Client:

Signature: _____

Printed Name: _____

Title: _____

Date: _____