

MONTHLY BOOKKEEPING SERVICES ENGAGEMENT LETTER

Date: _____

To:

Dear _____,

This letter confirms the terms and objectives of our engagement to provide monthly bookkeeping services to _____ (hereinafter referred to as "the Client").

1. SCOPE OF SERVICES

We will perform the following monthly bookkeeping services on behalf of the Client:

- Recording and classifying monthly financial transactions.
- Reconciliation of bank, credit card, and loan accounts (up to _____ active accounts).
- Preparation of monthly financial statements, including the Balance Sheet and Profit & Loss Statement.
- Reviewing general ledger accounts for accuracy.
- _____

2. FEE STRUCTURE & BILLING

For the services outlined above, the Client agrees to pay a monthly recurring fee of \$_____. This fee will be billed on the _____ day of each month and is due immediately upon receipt of the invoice.

Any additional services requested outside the scope of this monthly agreement will be billed at an hourly rate of \$ _____ per hour, subject to prior written approval from the Client.

3. CLIENT RESPONSIBILITIES

The timely and accurate completion of our work is dependent on the Client providing all necessary financial documentation (including but not limited to bank statements, receipts, invoices, and payroll reports) by the _____ day of the following month. We will not audit or verify the information submitted, and our services cannot be relied upon to detect errors, fraud, or illegal acts.

4. TERM AND TERMINATION

This agreement will begin on _____ and will operate on a month-to-month basis. Either party may terminate this agreement at any time by providing _____ days written notice to the other party. Upon termination, the Client shall pay for all services rendered up to the date of termination.

5. CONFIDENTIALITY

We will maintain the strictest confidentiality regarding all financial and proprietary information obtained from the Client during the course of this engagement, and will not disclose such information to any third party without the Client's prior consent, except as

required by law.

Please review this agreement carefully. If the terms outlined are acceptable and accurately reflect your understanding of our arrangement, please sign and return a copy of this letter.

Acknowledged and agreed to on behalf of:

For: Bookkeeper/Firm

For: The Client

Authorized Signature

Authorized Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____