

ENGAGEMENT LETTER

Date: _____

To:

Dear _____,

This letter confirms the terms of our engagement and clarifies the nature and extent of the compilation services we will provide to _____ (the "Company") for the period ending _____.

1. Scope of Services

We will perform a compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the American Institute of Certified Public Accountants (AICPA). The objective of our compilation engagement is to apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with _____.

2. Our Responsibilities

A compilation engagement differs significantly from a review or an audit of financial statements. A compilation engagement does not contemplate obtaining evidence or performing procedures to verify the accuracy or completeness of the information provided by you. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose financial statement misstatements, including those caused by error or fraud, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations.

3. Management's Responsibilities

The engagement is conducted on the basis that management acknowledges and understands that our role is to assist you in presenting financial statements. Management retains ultimate responsibility for:

- The selection of the financial reporting framework to be applied in the preparation of the financial statements.
- The preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
- The design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of the financial statements.
- The prevention and detection of fraud.
- Compliance with the laws and regulations applicable to its activities.
- Ensuring that we are provided with all relevant information, financial records, and related data necessary for the compilation.

4. Reporting

As part of our engagement, we will issue a standard accountant's compilation report. If, for any reason, we are unable to complete the compilation, we will not issue a report and will notify you of the reasons for non-completion.

5. Fees and Billing

Our fees for these services will be based on _____, plus out-of-pocket expenses. Billings are due and payable upon _____.

6. Acceptance

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our compilation services and our respective responsibilities.

Acknowledged and agreed to on behalf of the parties:

ACCEPTED BY (CLIENT REPRESENTATIVE):

PREPARED BY (ACCOUNTANT / FIRM):

Signature

Signature

Print Name / Title

Print Name / Title

Date

Date