

## Accounting & Consulting Services

### Bookkeeping

[DATE]

[CLIENT]  
[CLIENT ADDRESS]

Re: [YEAR][TAX RETURN]

Dear [CLIENT]:

This confirms that you have engaged us to perform the following services for you each [WEEK/MONTH/QUARTER]. These services will begin [MONTH][YEAR].

- [Record income and receipts based on your cash reports and deposits]
- [Record cash disbursements and record expenses]
- [Write adjusting journal entries, as needed]
- [Reconcile bank accounts]
- [Prepare vendor checks for signature]
- [Prepare payroll checks for signature]
- [Maintain a general ledger]
- [Prepare payroll tax returns]
- [Other bookkeeping services]

[At the end of the year, we will also]

- [Prepare forms W-2 and W-3]
- [Prepare forms 1099]

The fee for bookkeeping services is [AMOUNT/MONTH]/[HOURLY FEE and FEE SCHEDULE].

This letter and the related policies, procedures and practices, which are incorporated into this letter, are intended to prevent any misunderstandings. Please read it carefully and confirm your understanding by entering your initials where indicated. We require an advance fee deposit of [AMOUNT]. Please enter your payment information to pay the advance fee and check the box to sign this agreement.

Please call or email our office if you would like to discuss this further. It is our pleasure to assist you with your accounting and we look forward to our working together.

Sincerely,

[ACCOUNTANT]  
[ACCOUNTING FIRM]

Executed [DATE] by [CLIENT]  
(Agreement on file)