

## ACCOUNTANT / BOOKKEEPER ENGAGEMENT LETTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

1. **THE PARTIES.** This Accountant/Bookkeeper Engagement Letter (the "Letter") confirms the services of \_\_\_\_\_ (the "Accountant/Bookkeeper") requested by \_\_\_\_\_ (the "Client") on this date of \_\_\_\_\_.

Whereas the Client and Accountant/Bookkeeper (the "Parties") agree to the following terms and conditions for the Accountant's/Bookkeeper's services, as an independent contractor, in exchange for fees:

2. **SERVICES.** The Accountant/Bookkeeper agrees to provide the following services: (check all that apply)

- ☐ - Accounts Payable
- ☐ - Accounts Receivable
- ☐ - Audit
- ☐ - Bank Reconciliation
- ☐ - Bill Payment
- ☐ - Budget Preparation
- ☐ - Customized Reports
- ☐ - Detailed General Ledgers
- ☐ - Financial Statements
- ☐ - General Bookkeeping
- ☐ - Payroll and Check Registers
- ☐ - Tax Calculation & Filing
- ☐ - Other: \_\_\_\_\_

The aforementioned selections shall be referred to as the "Services." The Accountant/Bookkeeper shall conduct the Services within the specifications and guidelines set by the Client. The Accountant/Bookkeeper shall, at all times, observe and comply with generally accepted bookkeeping and accounting practices and standards while complying with all Federal and State laws, regulations, and procedures when completing their Services in accordance with this Letter.

3. **FEES.** The Client agrees to pay the Accountant/Bookkeeper: (check one)

- ☐ - Per Hour, \$ \_\_\_\_\_ / hour for providing the Services.
- ☐ - Fixed Amount, \$ \_\_\_\_\_ as the total amount for the Services.
- ☐ - Other, \_\_\_\_\_

# Sample Bookkeeping Letter

**R Sanford**



## **Sample Bookkeeping Letter:**

## Unveiling the Energy of Verbal Art: An Emotional Sojourn through **Sample Bookkeeping Letter**

In a world inundated with monitors and the cacophony of fast connection, the profound power and emotional resonance of verbal beauty often disappear into obscurity, eclipsed by the constant assault of noise and distractions. However, set within the lyrical pages of **Sample Bookkeeping Letter**, a fascinating function of fictional splendor that impulses with organic thoughts, lies an unforgettable trip waiting to be embarked upon. Penned with a virtuoso wordsmith, this mesmerizing opus manuals viewers on a psychological odyssey, gently revealing the latent potential and profound influence embedded within the elaborate web of language. Within the heart-wrenching expanse with this evocative evaluation, we shall embark upon an introspective exploration of the book is main subjects, dissect their captivating writing model, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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