

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

AICPA



Sample Bookkeeping Letter:

Decoding **Sample Bookkeeping Letter**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Bookkeeping Letter**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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Sample Bookkeeping Letter Introduction

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